



Archivist - Textile Collection

Reports to: Head of Collections

Role type: Contract till March 2025

Location: Bangalore

Salary: Competitive

Commencing: Immediate

About MAP

The Museum of Art & Photography (MAP) is a new and innovative museum that opened its doors to the public in February 2023. The Museum's mission is to democratise art, making it as fun and relatable to everyone as possible. For more information about the museum, please visit www.map-india.org.

Summary

The candidate will aid the department in cataloguing, research, digitisation, care and storage of the *Haveli Collection*. The collection is broadly divided into textiles and costumes from India and around the world and includes woodblocks, swatches, design sketches, brochures, letterheads, visiting cards and photo-albums. The candidate will support the department's goal to provide access to the museum's vast collection to various internal and external stakeholders.

Main Duties and Responsibilities

- Accurately catalogue textiles and objects from the Haveli Collection.
- Update artwork information on MAP's Collections Management System.
- Conduct accurate and complete inventory of the collection.
- Support in any required rehousing of the collection and artwork movement.
- Any other duties assigned by the line manager with prior discussion and agreement.

Required Competencies

- Demonstrated knowledge of archival/collections management principles and practices.
- Self-motivated individual with the ability to work under pressure, manage heavy workloads and to meet tight deadlines, paying close attention to detail and quality of work.
- Excellent organisational skills and able to conduct and push research boundaries leading to well-documented and researched collections.
- Must be a team player who will contribute effectively towards the department goals.
- Ability to multitask in a challenging and dynamic work environment.
- Know the basics of object handling and upkeep of the artworks.
- Ability to write academically and proficiency in written communication.
- Working knowledge of software like MS Office, G Suite, and any collections management system is a plus.

Minimum Qualifications Required

- Postgraduate degree in Art, History, Museum Studies, Fashion Design or a related discipline.
- Minimum 1 year of work experience in a museum, gallery or a research institution. Work experience should be directly related to the duties and responsibilities specified.

Equality & Diversity

MAP is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly.

We welcome creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.

Application process

Please note that all candidates must complete an on-line application and provide complete and accurate information. Only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

To apply please use the [Link](#) and submit your application by June 25 2024.