

MAP ACADEMY

Position: Editorial & Communications Manager

Contract: Employee Contract, 1 Year (extendable)

Location and work hours: Remote/ Work from home

Hours: Monday to Friday; 9 AM – 5:30 PM (IST)

Remuneration: Based on previous experience

Application deadline: Rolling basis. Apply [here](#).

The MAP Academy is seeking an Editorial & Communications Manager to join its growing team. Reporting to the Head of Outreach, this person will lead the development and delivery of communications material across all public-facing platforms and programmes. The role also involves supporting partnerships and collaborations, managing communications, and contributing to ongoing conversations with current and prospective partners. This is a dynamic position ideal for someone who thrives in collaborative environments, excels at writing and editing across formats and audiences, and has a strong grasp of external communications.

About the MAP Academy

The [MAP Academy](#) is an online platform that encourages greater engagement with the arts and cultural histories of South Asia. Our comprehensive, inclusive, and free resources include an Encyclopedia of Art, Courses, Editorial Perspectives, and Special Projects such as fellowships and exhibitions.

Role Overview

The Editorial and Communications Manager will be key in shaping the voice of the MAP Academy's outgoing communications material. As part of the Outreach team, they will be responsible for crafting compelling, clear, and consistent copy across a wide range of formats to promote our content, online programmes, launches, campaigns, and broader outreach efforts. In addition to hands-on copywriting and editing, they will help conceptualise and implement editorial strategies that strengthen MAP Academy's digital presence and enhance the visibility of our projects.

This role requires a sharp and dynamic editorial sensibility, a strong grasp of audience engagement, and the ability to translate complex ideas into accessible and engaging content. The ideal candidate should possess excellent communication skills, a solid understanding of communications trends in the arts and culture sector, and an interest in South Asian art and history. They should be aligned with the MAP Academy's mission and values, and bring a clear vision for how to effectively communicate them to diverse audiences, collaborators, and partners across multiple platforms.

Roles & Responsibilities:

- Oversee and help refine the MAP Academy's communications strategies across diverse contexts, including social media, newsletters, web announcements, and digital and print advertising. This includes:

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- Working with the Head of Outreach to unify the editorial voice and tone of all communications material.
 - Coordinating with department leads and designers to ensure outreach material aligns with the MAP Academy's visual and thematic style.
 - Maintaining and refining templates for all outgoing editorial communications assets.
 - Working across teams to evaluate possibilities for multimedia communications strategies with an editorial focus.
- Work with department leads to develop and edit outreach and communications copy for the MAP Academy's initiatives, live programmes, and editorial and educational content. This includes, but is not limited to:
 - Social media copy interpreting upcoming programmes, organisational updates, and existing editorial and educational content for a general audience
 - Newsletter copy and curation, with updates sourced from across the MAP Academy's activities
 - Press release drafts, FAQs, media kits, brochures.
 - Blurbs for announcements, ads, posters, flyers, WhatsApp forwards, and programme-specific web activations.
- Work with the broader Outreach team to oversee, plan, and execute the MAP Academy's various content syndication relationships with print and online outlets. This includes:
 - Maintaining active communication with existing syndication partners and identifying new opportunities by building relationships with editors, journalists, and media platforms.
 - Working with department heads to identify new content suitable for syndication and partnerships
 - Making light editorial interventions to syndication content formats and providing well-sourced imagery based on editorial partners' needs.

Preferred Background, Skills and Abilities

We invite applications from candidates who are proactive, detail-oriented, and possess excellent communication skills, allowing them to work effectively across teams and manage multiple projects simultaneously. While we invite candidates from a range of backgrounds, we prefer those who possess much of the following:

- A bachelor's or master's degree in marketing and communications, literature, cultural studies, Journalism, or a related field with at least 4 to 5 years of relevant work experience, ideally in a publishing, media, or educational setting.
- Strong writing and editing skills across formats, and demonstrated experience in adapting tone for social, academic, and promotional content.
- A solid understanding of communication workflows—from ideation to delivery—across newsletters, social platforms, and ad campaign cycles.

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- Prior experience in managing external communications, partnership outreach, or media syndication
- A background in, or some understanding of, digital marketing or public relations would be helpful.
- Exhibit a passion for art, history, and cultural education, and have a thoughtful perspective on the work we do.

Culture and Values

The MAP Academy is driven by a belief in our work and its potential for positive impact. We take our responsibility to the public, the individuals or communities we write about, and our own teams, partners, and collaborators seriously. The MAP Academy emphasises a communicative and respectful work environment, while cultivating a culture of constructive feedback and openness to discussion. We are a remote-friendly organisation, and recognise that there are several ways to work and collaborate. We are also an equal opportunity employer, and 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. Our recruiting process is comprehensive, giving everyone an opportunity to apply and for their application to be reviewed by the hiring team.

Application Process

To apply, fill out the application form [here](#).

Kindly note that incomplete or incorrectly formatted applications will not be considered. Only shortlisted candidates will receive confirmation via email. Following this, they will be presented with a set of brief tasks, and then invited for final interviews, if shortlisted. Please send any queries to mapacademy-career@map-india.org.