**JOB CODE: 052 TITLE: Jr. Education Associate LAST DATE: 20.04.2019**

Total No. of Posts: 2

Gender : Male / Female

Remuneration : Rs. 30,000/- per month (Consolidated)

Type : On contract basis (1 year)

Job Description:

* Liasioning with the Education Officer for assisting in development of content for the education programme for the Museum and Children’s Museum.
* Research and development of content for educational workshops, exhibitions planned by the education department, learning resources, trials, booklets, worksheets, etc.
* Conducting workshops, talks and presentations for different visitors and guided tours as required.
* Planning and co-ordination of logistical details of the education programme.
* Co-ordinating and organizing workshops, lectures, family events, other public programmes and outreach activities.
* Co-ordinating with resource persons for outsourced content such as promotional/ publicity materials, fabrication of models/ replicas or art supplies.
* Supervising records of educational resources such as trails, booklets, worksheets, art supplies etc.
* Any other work as may be requested by the Education Officer, Curators or DG’s Office

**Essential Qualification & Experience:**

* Minimum 1 year experience of working in a museum, preferably in Education.
* MA in History / Archaeology / History of Art with or without Degree or Diploma in Museology or a related discipline.
* Knowledge of IT, Multimedia, Internet, etc.
* Ability to interact with people of all ages and backgrounds, deliver talks, conduct educational activities
* Good speaking and writing skills in English, Hindi and Marathi
* Good planning and organizational skills

**Desirable Qualification:**

* Enthusiastic, self –starter, ability to work with deadlines
* Ability to communicate well with different kinds of people, especially children
* Willingness to travel if required

**APPLICATION PROCEDURE**

**Interested candidates may send only CV with photograph on or before 20th April 2019 to The Assistant Director (Admin), on Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 159-161, M.G. Road, Fort, Mumbai 400023. Superscribe the envelope with the post applied for with the Job code OR email your CV mentioning the Job Code and the Post applied for in the Subject line on** recruitmentcsmvs@gmail.com