**JOB CODE: 086 TITLE: Gallery Associate LAST DATE: 02/05/2021**

No. of Posts : 2

Gender : Male / Female

Age : Below 35 years (as on 20/04/2021)

Remuneration : 25,000 per month (consolidated)

Type : On Contractual basis (full time)

**Project details:**

CSMVS has partnered with the J. Paul Getty Trust, USA for an international project titled *Collections: Sharing–Ancient Worlds Gallery* at CSMVS. In this regards 2 Gallery Associates will be appointed to develop the new gallery.

**Job Description:**

* Assist with Research for Gallery development.
* Assist in collection management, photography and documentation for the project.
* Maintaining records, files and papers pertaining to the project.
* Coordinating between Curatorial and other project teams.
* Any other tasks given by the management.

**Essential Qualification:**

* Diploma/ Master’s degree in either or more of these subjects – History of Art/ Ancient Indian Culture/ Museology and Conservation/ Museology/ History/ Cultural Studies/Archaeology from a requisite Indian university.
* The candidate should have excellent language skills in English as this is an international project. Working knowledge of one other language
* The candidate should have knowledge of working on MS Office.
* Knowledge of Design software, Film-editing software will be preferred as this is a cross-disciplinary role.
* 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 is mandatory
* Experience of working with the Museum will be preferred.

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before 2nd May 2021 to The Assistant Director (Admin) on the above mentioned address. Kindly superscribe the envelope with **“The post applied for Job Code 086 –Gallery Associate”** **OR** email your CV mentioning **(Job Code 086 –Gallery Associate)** in the Subject line on recruitmentcsmvs@gmail.com