**JOB DESCRIPTION**

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| **Job Code No.** | **106** |
| **Designation** | **Assistant Director (Projects and Public Relations)** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **Permanent**  |
| **Age** | **40 years and above** |
| **Pay Scale** | **15600-39100 Grade pay Rs.7,600** |

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| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: Director General, Director (Galleries & General Administration)
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| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised): Project Staff

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| **II. Contacts / Needs to interact with:** |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with):Director General, Director (Galleries & General Administration), Assistant Director (Administration)
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| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Museums, Cultural Organizations, Patrons, NGO’s, etc.
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| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** |
| 1. **Educational Qualifications:**
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| 1. Essential: M.A. in Heritage Management Studies OR

M.A. in Art History OR M.A. in Conservation Studies |
| 1. Desirable: Diploma in Museology or

 Museum Training Certificate |
| 1. **Attributes / Skills / Competencies Required (E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)**
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| Project proposals, Condition Reporting, Project Strategies, Budget & Estimation.Communication ability in English, Hindi & Marathi. |
| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | Minimum 6-8 years experience in Museum or Cultural setup. Training or working in leading museum or international museum will be required. |
| 1. **Relevant areas of experience:**
 | Heritage Management, Project Handling, International Exhibitions, Educational Programs, Social Media, Conservation and Maintenance of Heritage Property.  |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
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| The position will be responsible for all ongoing projects and future projects in the Museum. The position is also responsible for museum’s education and public programme planning and execution and also review and access all programmes under the education. Besides Museum Projects and PR responsibilities the position is empowered to maintain renew and enhance Museum’s public relation with institutions, organisations and government bodies.Assistant Director (Projects and Public Relations) will report to DG– CSMVS and Director (Galleries & General Administration) on day to day basis.  |
| 1. **Job Pay Scale and Key Terms and Conditions:**
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| 1. Assistant Director (Projects and Public Relations) will be placed in the scale of 15600-39100 Grade pay Rs.7,600 as per the norms of the CSMVS and will be entitled to dearness and other allowances at the rates admissible to other regular employees of CSMVS subject to the conditions laid down in rules/orders governing grant of such allowances to the CSMVS employees.
2. Assistant Director (Projects and Public Relations) will be on probation for a period of one year from the date of joining the post. The period of probation may however be extended or curtailed at the discretion of the Competent Authority of CSMVS.
3. Assistant Director (Projects and Public Relations) services shall be liable to termination at any time by three month’s notice given in writing by either the employee or the appointing authority, subject to terms and conditions of CSMVS in such appointments.
4. Other conditions of Assistant Director (Projects and Public Relations) service shall be governed by the relevant rules and orders of CSMVS in force from time to time.
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| 1. **Key duties & responsibilities / Major Results To Be Accomplished:**
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| 1. Duties and responsibilities are listed below:
2. To constantly monitor implementation of the Projects of CSMVS in the highest standards of CSMVS.
3. Inter Museum - Both national and international – and inter institutional planning and coordination of the projects.
4. Generation of new ideas for the projects including preparation of a well thought out project proposals and concept notes with advice and consultation of DG for seeking donor funding for the projects.
5. To liaison & coordinate and follow up with all the stakeholders of the project both within the CSMVS Museum and outside and so also the funders for proper implementation of the projects.
6. In consultation with DG and as per the advice of the trustees, to initiate project proposals, prepare concept notes and draft reports for getting projects approved and soliciting funding for the projects.
7. To assist the DG and constantly monitor the implementation of the international projects including coordination with all the stakeholders of such international project like the Ministry of Culture, etc.
8. To plan for the manpower and other requirements that will be necessary for each of the projects and to follow up with each of the project monitoring officers of CSMVS for appointment of the required manpower for the projects.
9. To coordinate with all the donors of the projects including preparation of the reports and such other feedbacks that are required to be sent to the donors.
10. Coordination with the Project Officers for ensuring that the agreements and the MOU are duly compiled within the time frame.
11. To assist the DG in preparation of the DPR for projects, draft agreements and all other administrative issues associated with each of the project.
12. To prepare the intermit reports on the status of each of the projects and also ensure proper documentation of the progress of the Project for facilitating in preparing a project completion report to the best satisfaction of the donors.
13. To support all the project officers, curators, education staff and other senior officers in planning and organising events, activities, programmes and such others with each of the projects that are undertaken by CSMVS for increased visibility.
14. To assist the DG in creating a robust public relation policy and guidelines and implementing the same for constantly improving the image of the CSMVS and constantly raising the bar of excellence in achievements for the CSMVS.
15. To help DG in reaching out to new donors who will not only support CSMVS monetarily but will also be brand ambassadors of the Museum.
16. To assist DG in planning for a long term self-sustainability road map for the CSMVS.
17. To shoulder responsibilities of all other works as may be assigned from time to time by DG CSMVS and other authorities of the CSMVS.
18. \*Assistant Director (Projects and Public Relations) will have the power to sanction Rs. 5,000/- on every single expenditure within the approved budget of the project.
19. To coordinate Museum education and public programming in consultation with the education team.
20. To coordinate and monitor all educational programme on day to day basis.
21. Assistant Director (Projects and Public Relations) will report to DG-CSMVS.
22. Suggest improvements in Museum Education programs
23. Help subordinate/s with their queries & supervise their work
24. Act in any emergency & report to Director General.

\* as a special case |

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| Interested candidates may send CV along with copies of educational and experience certificates along with two recommendations from the recognized professionals or institutional heads on or before 10th December 2022 toThe Director General **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Mumbai – 400023.Superscribe the envelope with the post applied for with the Job Code number and the Designation.The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same. |