**Job Code 037**

**JOB DESCRIPTION**

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| **Designation** | **Assistant Curator – International Relations** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **Permanent** |
| **Pay Scale**(revised) | **Rs. 9300-34800 Grade Pay 5400** |

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| **I. Reporting Relationships:** | |
| 1. Designation(s) of person(s) the role reports to: **Director General & Director (Galleries & General Administration)** | |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised): Office Assistants, Co-ordinators, Volunteers. | |
| **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 (Admin) | |
| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with):Government, Curators, Embassy, Consulate, Institute, etc. | |
| **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:** | |
| 1. (a. i)Essential:   Master’s degree in Ancient Indian Culture / Social Sciences / Archeology / History / Epigraphic / Numismatics / Liberal Arts / Communication / Journalism.  Diploma In Museology from a recognized university / International Training in Museum Management. At least 5 years similar experience in the Museum and organising international level exhibition. | |
| 1. (a. ii) Desirable:   Knowledge of Computer, Multimedia and digitalization process | |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)** | |
| Experience of planning and organising International exhibitions, Seminars/ Conferences, etc | |
| **IV. Experience:** | |
| 1. **Total relevant Experience, in years:** | 5 years |
| 1. **Relevant areas of experience:** | Exhibitions, Seminars, Conference, Institutions, Collaborations |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:** |
| 1. **Building relations with Museums / Institutes.** 2. **Circulation of cultural Artefacts, exchange of ideas.** |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:** |
| 1. **To create positive image of the institute.** 2. **Co-ordinating inter department activities / relations.** 3. **Organize thematic exhibition/s** 4. **Preparing draft proposal for exhibitions, Seminars, Conferences.** 5. **Assisting Director General for fund raising activities.** 6. **Follow up and correspondence with institutes and partners.** 7. **Co-ordinating and fixing meetings of cultural head with the Director General.** 8. **Draft specialized publication/s** 9. **Develop activities to engage visitors to the galleries** 10. **Organize cultural events / preparing input of inter departmental activity.** 11. **Create Public or Press image for various events, as & when required** 12. **Arrange for material requirements for various exhibitions** 13. **Provide help/suggestions in Museum Education programs** 14. **Tasks subordinated by the senior/s, over & above the key duties mentioned.** 15. **Participate in exhibition/ research/documentation, conduct visitors/Special groups** 16. **Supervise and execute work that may assigned to him/her by the senior staff as well as the Director.** |

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| Interested candidates may super subscribe the envelope with the post applied for and apply on or before 30th November 2018 to the Director General, on Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 159-161, Mahatma Gandhi Road, Mumbai – 400023.  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. |