**JOB CODE: 043 TITLE: Jr. Education Associate LAST DATE: 03/12/2018**

No. of Posts: 1

Gender: Male / Female

Remuneration: 12,000 – 15,000 per month (consolidated)

Type: On Contractual basis

Job Description:

* Assistance with planning and organisation of logistical details of the education programme
* Assistance with organisation of workshops, lectures, family events, other public programmes and outreach activities.
* Conducting guided tours when required.
* Assistance with co-ordination with resource persons for outsourced content such as promotional/ publicity materials, fabrication of models/ replicas or art supplies.
* Assistance with maintaining 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:

* MA/MSc/MFA or BA/ BSc/ BFA/ BVA/Diploma in Museology.
* 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 organisational skills

Desirable Qualification:

* Prior experience of working in a museum, preferably Education.
* Enthusiastic, self –starter, ability to work with deadlines
* Ability to communicate well with different kinds of people, especially children.

**APPLICATION PROCEDURE**

Interested candidates may send only CV with photograph on or before **3rd December 2018** to The Assistant Director (Admin) on the above mentioned address. Please Superscribe the envelope with the post applied for along with the Job Code **OR** email your CV mentioning the Job Code and the Post in the Subject box on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com).