**JOB CODE: 045 TITLE: Education Associate LAST DATE: 02/02/2019**

No. of Posts: 1

Gender: Male / Female

Remuneration: 25,000 per month (consolidated)

Type: On Contractual basis

Job Description:

* Liasioning with the Education Officer for conceptualization and development of content for the education programme for the 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 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 organisational skills

Desirable Qualification:

* 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 **2nd February 2019** 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 name in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)