**JOB CODE:066 TITLE: Education Facilitator LAST DATE: 19/09/2019**

No. of Posts : 1

Gender : Male / Female

Pay Band : 25,000 – 27,500 per month (consolidated)

Type : On Contractual basis

**Job Description:**

* The Education Facilitator will work in developing, planning and executing exhibitions for the Museum on Wheels. He/ She will liaise with the Education Department to conceptualise and display of exhibitions within the bus.
* The Education Facilitator will have to write text labels, information panels, brochure and other promotional material.
* The Education Facilitator will be responsible for conducting site recce to venues within the city to ascertain the navigability for the Bus.
* He/ She will coordinate facilitation of kits, replicas of objects for display within the Bus
* He/ She will plan and execute educational activities when the Bus is travelling to various places.
* The Facilitator will also ensure proper documentation of visits through photography and videography for maintaining records.
* He/ She will coordinate for planning the itinerary for the Bus, contacting schools, panchayats, municipal education departments, etc for visits and taking bookings. They will be responsible for ensuring administrative procedures, correspondence, networking.
* **The Education Facilitator must travel to different locations with the Bus in Mumbai and outstation** as per the itinerary decided by the Museum, and if required, stay overnight at the destination to conduct educational programmes
* The Facilitator will also assist with press and social media under guidance of the Education Officer for the Museum on Wheels.

**Essential Qualification:**

* Minimum Second-class Bachelor’s degree / Diploma in History / Ancient Indian Culture/ Museology/ Archaeology
* 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
* Experience of 1-2 years working with Museums or in Education

**Desirable Qualification:**

* Enthusiastic, self –starter, ability to work with deadlines

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before 19th September 2019 to The Assistant Director (Admin) on the above mentioned address. Kindly superscribe the envelope with the post applied for along with the Job Code number **OR** email your CV mentioning the Job Code number and post name in the Subject line on recruitmentcsmvs@gmail.com