**JOB CODE:067 LAST DATE: 19/09/2019**

**TITLE: Assistant Education Facilitator**

No. of Posts : 3

Gender : Male / Female

Pay band :18,000 – 22,000 per month (consolidated)

Type : On contract (1 year)

**Job Description:**

* The Assistant will assist the facilitators in conducting bus visits to various locations.
* The Assistant Facilitator will be responsible for conducting site recces to venues within the city to ascertain the navigability for the Bus.
* The Assistant Facilitator will assist with organisation of educational activities to conduct when the Bus is travelling to various places.
* He/ She will assist with planning the itinerary for the Bus, contacting schools with schools, panchayats, municipal education departments for visits and taking bookings from schools. They will be responsible for ensuring administrative procedures, correspondence, networking.
* The Assistant Facilitator must travel with the Facilitators to different locations with the Bus as per the itinerary decided by the Museum, and if required, stay overnight at the destination to conduct educational programmes
* The Assistant Facilitator will also ensure proper documentation of visits through photography and videography for maintaining records.

**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

**Desirable Qualification:**

* Enthusiastic, self –starter, ability to work with deadlines
* Experience of working with Museums or in Education

**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