**JOB DESCRIPTION**

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| **Job Code No.** | **081** |
| **Designation** | **Lecturer (Education)** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **Permanent** |
| **Age limit** | **Maximum 38 years as on 01/01/2020**  |
| **Pay Scale**(revised) | **Rs.9300-34800 Grade Pay 4300** |

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| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: **Director General and Director – Galleries & General Administration, Assistant Curator – Incharge Children’s Museum**
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| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):**Education Staff**
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| **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): **Education Dept., Curatorial Dept., Conservation Dept., Administration & Establishment Dept., Archives Dept., Natural History Section.**
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| 1. External contacts(Government / agencies/ visitors etc., the job holder is required to regularly interface with): **Schools, Panchayats, Municipal Education Departments, Press, Social Media, etc**
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| **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:**
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| 1. i)Essential: First Class / Second Class M.A. in Ancient Indian Culture / Archaeology/ History /

 Literature / Museology. Knowledge of English / Hindi / Marathi. Previous experience in Museum Education works / Teaching Art History. |
|  (a. ii) Desirable: Experience of developing Children’s Publications, Editing & Formatting. |
| 1. **Attributes / Skills / Competencies required:**
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|  Knowledge of Word, Multimedia and Internet. |
| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | Minimum 3 - 4 years working experience |
| 1. **Relevant areas of experience:**
 | Museum Education Works / Teaching Art History / Children’s Publications, Editing & Formatting. |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
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| To promote CSMVS as an educational institute & manage its public relations. |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:**
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| 1. Plan, Program & Execute the educational programs at Museum and Museum on Wheels.
2. Organize cultural events, evening lectures etc.
3. Conduct orientations, guided tours & lectures for schools/colleges
4. Visit schools/colleges to create awareness of educational initiatives at CSMVS
5. Manage public relations (PR) & publicity for various Museum events
6. Prepare a PR plan prior to each event
7. Update the Museum websites content regularly
8. Help in organising various exhibitions for Museum
9. Suggest improvements in systems that can be made to increase overall efficiency at work
10. Tasks subordinated by senior/s, over & above the duties/responsibilities mentioned
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| Interested candidates may send only CV on or before 21st January 2020 to Assistant Director - Administration **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Mumbai – 400023.Superscribe the envelope with the post applied for with the Job Code No. Or email on recruitmentcsmvs@gmail.com mentioning the Job code and Post in the subject line.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. |