**JOB CODE: 085 TITLE: Education Facilitator LAST DATE: 15/03/2021**

No. of Posts : 1

Gender : Male / Female

Pay Band : 30,000 per month (consolidated)

Type : On Contractual basis (full time)

**Job Description:**

**Education**

* **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 at various venues.
* 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 and networking.
* He/ She will be responsible for conducting site recce to venues within the city and outstation to ascertain the navigability for the Bus
* He/ She will plan and execute educational activities online and onsite and accompany the Bus when it is travelling to various places.

**Exhibition**

* He/ She 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 exhibitions within the bus.
* He/ She will have to write text labels, information panels, brochure and other promotional material.
* He/ She will coordinate audio-visual content, kits, replicas of objects for display within the Bus

**Project**

* He/ She will also ensure proper documentation of visits through photography and videography for maintaining records.
* He/ She will have to prepare and maintain monthly and quarterly reports for monitoring of the project
* He/ She will also assist with press and social media under guidance of the Education Officer for the Museum on Wheels.
* He/ She will also assist in any other deliverables of the Museum on Wheels including publications, educational sessions, workshops, conferences, etc.

**Essential Qualification:**

* Minimum Second-class Post Graduate degree in Education/ 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 is mandatory
* Experience of 2-3 years working with Museums or Education (formal and informal)

**Desirable Qualification:**

* Enthusiastic, self –starter, ability to work with deadlines
* Good speaking skills in one Indian regional language other than English, Hindi and Marathiincluding Kannada, Telugu, Tamil, Gujarati, etc

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before 15th March 2021 to The Assistant Director (Admin) on the above mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 085 –Education Facilitator) **OR** email your CV mentioning (Job Code 085 –Education Facilitator) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)