**JOB DESCRIPTION**

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| **Job Code No.** | **091** |
| **Designation** | **Project Associate** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **1 year** |
| **Remuneration** (Consolidated) | **30,000 per month** |

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| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: Curator, Director General, Director – Galleries & General Administration
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| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised): Subordinate 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): DG’s Office, Administration, Accounts, Curatorial Department, Education Department and Conservation Department
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| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Project Consultant, Contractors, Suppliers, Service providers.
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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. Essential: Master’s degree – History of Art / Ancient Indian Culture/Archaeology from recognised Indian University with knowledge of Indian Iconography. Diploma / Masters in Museology.

 Good speaking and writing skills in English, Hindi and Marathi |
| 1. Desirable: Knowledge of Museology and conservation

 Knowledge of IT, multimedia, internet |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)**
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| 1. Ability to interact with people of all ages and backgrounds and deliver talks.
2. Should be able to discharge responsibilities independently, work within time schedule
3. Able to speak, read and write English, Marathi and Hindi.
4. Ability to co-ordinate and work in team.
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| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | 6 - 12 months  |
| 1. **Areas of experience:**
 | Museum Exhibition, Museum Gallery Development |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
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| * To assist Curator of the exhibition with Research for Gallery Development.
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| 1. **Key duties & responsibilities / Major Results To Be Accomplished: (E.g.: No. of visitors to be in touch with in a day / no. of employees to be supervised / funds to be collected /visitors satisfaction levels to be ensured; if applicable)**
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| 1. Assist Curator of the exhibition with Research for Gallery Development.
2. Assist in collection management, photography and documentation for the project.
3. Maintaining records, files and papers pertaining to the project.
4. Assist Co-ordinating with CSMVS Curatorial and other project stakeholders.
5. Any other task assigned by the management
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| Interested candidates may send only CV on or before 6th July 2022 to Assistant Director - Administration**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Mumbai – 400023.Super subscribe the envelope with the post applied for with the Job Code No. Or email on recruitmentcsmvs@gmail.com mentioning the Job code and Post name 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. |