**JOB CODE:094 TITLE: Project Associate LAST DATE:** **14/07/2022**

 (Mumbai Gallery)

|  |  |
| --- | --- |
| No. of Posts: | 1 |
| Remuneration:  | Rs. 20,000 - 25,000 per month (consolidated, commensurate with experience) |
| Type:  | On contract for 6 months, extendable upon mutual agreement |

**Job Description:**

* Project coordination for upcoming permanent galleries and educational projects
* Assist in research assignments
* Documentation and photography
* Managing records and communication
* Project monitoring and preparation of project status reports
* Any other work as may be requested by the Director General

**Essential Qualification:**

* Masters in History / Art History / Archaeology / Ancient Indian History & Culture or any related subject.
* Knowledge of MS Office, internet, social media, etc.
* Good speaking and writing skills in English and Hindi
* Good planning and organizational skills
* Enthusiastic, self –motivated, ability to work with deadlines

**Desirable Qualification:**

* Experience in a Museum/ Art Gallery/ Cultural Organisation
* Basic photography, graphic design skills, social media and communication skills
* Knowledge of additional languages such as Marathi, Gujarati, etc

**Reporting Relationships:**

* Role reports to: Assistant Curator (International Relations) & In-charge Education, Lecturer (Education), Head of Marketing & Strategy

**Needs to interact with:**

* Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): Director General’s Office, Administration, Accounts, Curatorial Department, Archives, Education Department and Conservation Department
* External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Consultants, Advisors, Contractors, Visitors

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before 14th July 2022 to The Assistant Director (Admin) on the above mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 094 Project Associate) **OR** email your CV mentioning (Job Code 094 Project Associate) in the Subject line on recruitmentcsmvs@gmail.com

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.