**JOB CODE:107 LAST DATE: 30/12/2022**

**TITLE: Assistant Education Facilitator**

No. of Posts : 2

Gender : Male

Pay band : 22,000 - 25000 per month (consolidated)

Type : On contract

**Job Description:**

* The Assistant 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
* He will be responsible for conducting site recces to venues to ascertain the navigability of the Bus before visits. Assistant Education Facilitator will assist in developing, planning and executing exhibitions for the Museum on Wheels.
* He will coordinate the facilitation of kits, replicas of objects and activity materials for conducting educational programs and hands-on sessions on visits.
* He will be responsible for proper documentation of visits by maintaining an efficient archive system of the visit photographs and videos of the visits.

**Essential Qualification:**

* Master’s degree in History / Ancient Indian Culture/ Museology/ Archaeology
* Proficient with Microsoft Office applications.
* Basic knowledge of Graphics.
* Basic knowledge of Social Media.

**Essential Skills:**

* Good verbal and written communication skills.
* Proficient with Languages (English, Marathi, Hindi) and any other regional languages.
* Enthusiastic, ability to work with deadlines.
* Ability to interact with people of all ages – specifically ages 5 to 15.
* Ability to interact with people of all backgrounds.

**APPLICATION PROCEDURE**

Interested candidates may send CV on or before December 30, 2022 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