**JOB CODE:110 TITLE: Operations Assistant (Children’s Museum) LAST DATE: 25/04/2023**

Total No. of Posts: 1

Gender : Female / Male

Remuneration : Rs. 30,000/- per month (Consolidated)

Type : On contract for 3 months, extendable upon mutual agreement

**Job Description:**

* Overseeing day-to-dayoperational aspects of the Children’s Museum including maintenance of premises, project documentation and communication, monitoring and reporting the project
* Managing everyday expenses of the project – preparing sanction notes, expense vouchers, etc
* Coordination with various vendors and contractors
* Any other task assigned by the Department in charge

**Essential Qualification & Experience:**

* Minimum 1 year experience in similar role, preferably in a museum or art gallery
* Master’sdegree in any relevant field
* Knowledge of Microsoft Office, digital communication platforms such as Zoom, Teams, etc
* Good speaking and writing skills in English, Hindi and Marathi
* Good planning and organizational skills

**Reporting Relationships:**

* Role reports to: Department In-charge Education, Lecturer (Education)

**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): Visitors, Schools, Colleges, Educational Institutions, NGOs, Consultants, Advisors, Contractors, Vendors

**APPLICATION PROCEDURE**

Interested candidates may send CV with photograph on or before April 25, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 110 Operations Assistant) **OR** email your CV mentioning (Job Code 110 Operations Assistant) 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.