**JOB CODE:112 TITLE: Education Assistant LAST DATE: 25/04/2023**

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| No. of Posts: | 2 |
| Gender: | Female/Male |
| Remuneration: | Rs. 25,000per month(consolidated,commensuratewith experience) |
| Type: | On contract for 3 months, extendable upon mutual agreement |

**Job Description:**

* Liaising with the Department In-charge and Education Associates for conceptualization and development of content for the Museum’s education programme.
* Research and development of content for educational workshops, exhibitions planned by the education department, learning resources, trails, booklets, worksheets, etc.
* Conducting workshops, talks and presentations for different visitors and guided tours as required.
* Planning and co-ordination of logistical details of the education programme.
* Co-ordinating and organizing workshops, lectures, family events, other public programmes and outreach activities.
* Co-ordinating with resource persons for outsourced content such as promotional/ publicity materials, fabrication of models/ replicas or art supplies.
* Supervising records of educational resources such as trails, booklets, worksheets, art supplies etc.
* Any other work as may be requested by the Department In-charge or Director General’s Office

**Essential Qualification& Experience:**

* Masters in Education/ History / Archaeology / History of Art / Ancient India History
* Strong communication skills, outgoing personality, ability to engage and interact with people of all ages and backgrounds, especially children
* Knowledge of MS Office, internet, social media, etc.
* Written and spoken knowledge of English, Hindi and Marathi
* Good planning and organizational skills
* Enthusiastic, self –motivated, ability to work with deadlines

**Desirable Qualification:**

* Experience of working in a museum/art gallery, preferably in Education or Communication
* Diploma or Certificate in Education, Museology, Pedagogy or a related discipline
* Basic photography, graphic design skills, social media and communication skills
* Knowledge of additional languages
* Willingness to travel if required

**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 Code112 Education Assistant) **OR** email your CV mentioning (Job Code 112 Education Assistant) in the Subject line on [recruitmentcsmvs@gmail.com](mailto: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.