**JOB CODE:117 LAST DATE: 01/08/2023**

**TITLE: ASSISTANT EDUCATION FACILITATOR**

Total No. of Posts: 2

Remuneration : 22,000 – 25,000 per month (consolidated)

Type : On contract

**About Museum on Wheels Outreach Initiative**

The Citi-CSMVS Museum on Wheels is an innovative outreach initiative consisting of two state-of-the-art buses specifically designed to host captivating exhibitions showcasing themes inspired by the CSMVS collections. This pioneering project aims to foster cultural awareness and appreciation of Indian heritage by connecting schools, colleges, and NGOs in Mumbai, as well as across Maharashtra, Gujarat, Karnataka, and Goa. Over the past 7 years, the Museum on Wheels has left a profound impact, engaging 14,70,691 visitors through bus visits and an additional 1,77,941 visitors through online programming. Its extensive reach spans 23 districts in Maharashtra, 10 districts in Gujarat, and 8 districts in Karnataka and Goa, covering an impressive distance of over 85,359 kilometres travelled.

**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 is required, to stay overnight at the destination to conduct educational programs.
* The Assistant Education Facilitator will require to conduct site recces to various venues to ascertain the navigability of the Buses before visits. The Assistant Education Facilitator will assist in developing, planning, and executing exhibitions for the Museum on Wheels.
* Will coordinate the facilitation of kits, replicas of objects and activity materials for conducting educational programs and hands-on sessions on visits.
* Responsible for proper documentation of visits by maintaining an efficient archive system of the visit photographs and videos of the visits.

**Essential Qualification**

* A First-class Master's Degree in History, Ancient Indian Culture, Museology, or Archaeology is essential for the role.
* Proficiency in using Microsoft Office applications is required.
* Basic knowledge of graphics is preferred.
* A basic understanding of social media platforms is preferred.

**Essential Skills:**

* Excellent verbal and written communication skills are highly valued.
* Proficiency in languages such as English, Marathi, Hindi, and additional regional languages is advantageous.
* A positive and enthusiastic attitude, with the ability to work effectively under deadlines, is important.
* The capability to interact with individuals of all ages and diverse backgrounds is highly desirable.

**APPLICATION PROCEDURE**

Interested candidates may send CV with photograph on or before August 01, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 117 Assistant Education Facilitator **OR** email your CV mentioning (Job Code 117 Assistant Education Facilitator) 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.