**JOB DESCRIPTION**

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| **Job Code No.** | **136** |
| **Designation** | **Senior Curatorial Assistant** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **Permanent** |
| **No. of Posts** | **Two** |
| **Age** | **Maximum 35 yrs as on 01.01.2024** |
| **Pay Scale** | **Rs.9300-34800 GP 4300** |

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| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: **Director (Galleries & General Administration) and Sr. Curator.**
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| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):Gallery Supervisor, Technical staff, Art Attendant, Art Handler, Gallery Attendant
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| **II. Contacts / Needs to interact with:** |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): Conservation, Archives, Exhibition & Administration Department
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| 1. External contacts(Government / agencies/ visitors etc., the job holder is required to regularly interface with): Museums, Educational Institutions, etc.
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| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** |
| 1. **Educational Qualifications:**
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| Second class Master of Arts degree in Ancient Indian Culture /History/ Archaeology **and** Post Graduate Degree / Diploma in Museology from a recognized university. |
| 1. **Attributes / Skills / Competencies required:**
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| * Knowledge of computer, Multimedia, Internet, etc.
* Strong organisational and communication skills.
* Able to deliver talk in the Galleries.
* Knowledge of museum standards, cataloguing systems, and conservation practices.
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| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | Minimum 3 years |
| 1. **Relevant areas of experience:**
 | Museum, Cultural Institutions, Art Galleries and International Exhibitions |
| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
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| A Curatorial Assistant is an integral part of the Museum team and plays a crucial role in supporting the curatorial team in various tasks related to the management, preservation and presentation of the museum collections. |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:**
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| **1. Collection Management:*** Supervise all gallery work such as cleaning/ maintenance/shifting of exhibits, show cases, etc.
* Assist in the cataloging and documentation of museum artifacts, artworks, or specimens.
* Maintain accurate and up-to-date records of the collection.
* Collaborate with curators to organize and implement collection storage and preservation strategies.

**2. Exhibition Support:*** Assist in the planning and execution of museum exhibitions, galleries.
* Participate in the installation and deinstallation of exhibits, including handling and care of artifacts.
* Prepare exhibition-related materials such as graphics and informational panels.

**3. Research and Documentation:*** Conduct research on artifacts and artworks within the collection.
* Compile and organize research materials to support curatorial projects.
* Assist curators in preparing publications, presentations, and other educational materials.

**4. Conservation Collaboration:*** Work with conservators to ensure the proper care and maintenance of the collection.
* Monitor environmental conditions in storage and exhibition spaces to prevent damage to artifacts.

**5. Visitor Engagement:*** Assist in developing educational programs and materials for museum visitors.
* Provide information and answer questions from visitors regarding the collection.

**6. Administrative Duties:*** Manage administrative tasks, including correspondence, scheduling, and record-keeping.
* Assist in budget management for curatorial projects.

**7. Collaborative Work:*** Collaborate with other museum departments, such as education, exhibition, conservation and facilities, to ensure the success of exhibitions and programs.
* Participate in team meetings and contribute to the overall goals and mission of the museum.

**8. Technology:*** Proficiency in using museum database systems and other relevant software.
* Familiarity with digital imaging and documentation techniques

**9. General:*** Suggest improvements in systems that can be made to increase overall efficiency of work.
* Tasks subordinated by senior/s, over and above the duties/responsibilities mentioned.
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| Interested candidates may send only CV on or before 31st January 2024 to The Assistant Director - Administration **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Mumbai – 400023.Superscribe the envelope with “Job Code No.136 - Senior Curatorial Assistant” **Or** email on recruitmentcsmvs@gmail.com mentioning “Job Code No.136 - Senior Curatorial Assistant” in the subject line.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. |