**JOB CODE: 010 TITLE: Education Facilitator LAST DATE: 29/05/2017**

For the Museum on Wheels Bus

**Education Facilitator (Exhibition and Programmes )**

No. of Posts : 1

Gender : Male / Female

Salary : 20,000 per month (consolidated)

Type : On contract (1 year)

Job Description:

* The Education Facilitator (Exhibition and Programmes) will assist in developing, planning and executing exhibitions for the Museum on Wheels. He/ She will liaise with the Education Department to conceptualise and display of exhibitions within the bus.
* The Education Facilitator will assist writing text labels, information panels, brochure and other promotional material.
* He/ She will coordinate facilitation of kits, replicas of objects for display within the Bus
* He/ She will assist with planning of educational activities and will be responsible for conducting them when the Bus is travelling to various places.
* He/ She will coordinate for planning the itinerary for the Bus, contacting schools with schools, panchayats, municipal education departments for visits and taking bookings from schools. They will be responsible for ensuring administrative procedures, correspondence, networking
* The Education Facilitator must travel to different locations with the Bus as per the itinerary decided by the Museum, and if required, stay overnight at the destination to conduct educational programmes
* The Facilitator must also be able to manage press and social media under guidance of the Education Officer for the Museum on Wheels.

Essential Qualification:

* Minimum 1 – 2years experience of working in a museum/ cultural/ educational setting
* Minimum Second class Bachelor’s degree / Diploma in History / Ancient Indian Culture/ Museology
* Knowledge of IT, Multimedia, Internet, etc.
* Ability to interact with people of all ages and backgrounds, deliver talks, conduct educational activities
* Good speaking and writing skills in English, Hindi and Marathi

Desirable Qualification:

* Enthusiastic, self –starter, ability to work with deadlines

Interested candidates may send only CV on or before **29th May 2017** to The Assistant Director (Admin) on the above mentioned address, superscribe the envelope with the post applied for along with the Job Code **OR** email your CV mentioning the Job Code and the Post in the Subject line on recruitmentcsmvs@gmail.com.