**JOB CODE: 026 LAST DATE: 02/05/2018**

**TITLE: Assistant Education Facilitator (Exhibition & Programme)**

No. of Posts: 1

Gender: Male / Female

Salary: `15,000 per month (consolidated)

Type: On contract (1 year)

Job Description:

* The Assistant Facilitator (Exhibition and Programmes) will assist the facilitators in conducting bus visits to various locations.
* The Assistant Facilitator will be responsible for conducting site recces to venues within the city to ascertain the navigability for the Bus.
* The Assistant Facilitator will assist with organisation of educational activities to conduct when the Bus is travelling to various places.
* He/ She will assist with 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 Assistant Facilitator must travel with the Facilitators 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 Assistant Facilitator will also ensure proper documentation of visits through photography and videography for maintaining records.
* The Assistant Facilitator will also assist with press and social media under guidance of the Education Officer for the Museum on Wheels.

Essential Qualification:

* 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

**APPLICATION PROCEDURE**

Interested candidates may send only CV with photograph on or before **2nd May 2018** to The Assistant Director (Admin) on the above mentioned address. Please 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 box on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com).