**JOB CODE: 029 TITLE: Project Coordinator LAST DATE: 02/05/2018**

Total No. of Posts: 1

Remuneration: Commensurate with experience

Type: On contract

**Job Description:**

* The CSMVS Museum Art Conservation as well as Museum Collection Reorganization Project Centre has embarked on an art conservators, scientists, documentation personnel, fine artists, framers, curators, research and publication resource persons, etc. The project involves art conservation, documentation, exhibitions, social media outreach, research and training activities. Monitoring and reporting the project progress through illustrated project reports.
* Personnel are required for daily management of project related work as mentioned above. The coordinator will also liaison with experts and institutions.
* Candidate should be skilled in preparation of reports, working with excel sheets, powerpoint. The candidate must be agreeable to deliver on deadlines, work beyond office hours as and when the need arises as international communications my flow beyond Indian Standard Time.

**Essential Qualification:**

* Graduate / Post graduate
* Computer, typing, excel and good communication skills mandatory.
* Resourcefulness
* Ability to deliver on deadlines
* Conservation/Curatorial/Art history or Museology education or experience would be preferred.

**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).