**Job Code 038**

**JOB DESCRIPTION**

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| **Designation** | **Assistant Curator – Non Indian Antiquities** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **Permanent** |
| **Pay Scale**(revised) | **Rs. 9300-34800 Grade Pay 5400** |

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| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: **Director General, Director (Galleries & Administration)**
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| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised): Sr. Curatorial Assistants, Volunteers & Technical Staff.
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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): Director (Galleries & Administration), Curators and other Sr. Officers.
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| 1. External contacts (Organisations / agencies/ visitors etc., the job holder is required to regularly interface with): Institutions, Students, Scholars and Visitors.
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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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| 1. Essential: Master’s degree in History /Indian / World History.
2. Diploma In Museology from a recognized university. At least 5 years Curatorial experience in the Museum and organising international level exhibition.
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| (a. ii) Desirable: Knowledge of Computer, Multimedia and digitalization process, participation in International programmes / workshop. |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)**
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| 1. Experience of Independent charge of section or planning of exhibits.
2. Aptitude for research.
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| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | 5 years |
| 1. **Relevant areas of experience:**
 | Curatorial Practices, Exhibitions, Seminars, etc. |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
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| **To maintain the Galleries & do research on objects/artefacts planning and executing exhibitions at the Museum.** |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:**
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| 1. **Maintenance of galleries in the Museum**
2. **Ensure the health of objects on display & in stores**
3. **Organize thematic exhibition/s**
4. **Draft specialized publication/s**
5. **Research & change the display of artefacts/collections in galleries**
6. **Research & documentation of a new or existing artefacts/collections in the galleries**
7. **Research &develop a theme for a new or any existing gallery**
8. **Design inputs for key galleries**
9. **Develop activities to engage visitors to the galleries**
10. **Supervise cleaning of the galleries**
11. **Organize cultural events**
12. **Create Public or Press image for various events, as & when required**
13. **Arrange for material requirements for various exhibitions**
14. **Provide suggestions for improvement in a gallery**
15. **Provide help/suggestions in Museum Education programs**
16. **Tasks subordinated by the senior/s, over & above the key duties mentioned.**
17. **Maintain proper physical check of the exhibits.**
18. **Participate in exhibition/ research/documentation, conduct visitors/Special groups students etc. around the museum.**
19. **Supervise and execute work that may assigned to him/her by the senior staff as well as the Director General.**
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| Interested candidates may super subscribe the envelope with the post applied for and apply on or before 30th November 2018 to the Director General, on Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 159-161, Mahatma Gandhi Road, Mumbai – 400023.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. |