**Job Code 039**

**JOB DESCRIPTION**

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| **Designation** | **Assistant Curator – Photographic, Paper and Conservation Management** |
| **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 & General Administration) & Chief Conservator jointly** | |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):- Curatorial Assistants, Technical Staff, Conservation Associates. | |
| **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): Chief Conservator, Director (Galleries & General Administration), Sr. Curator | |
| 1. External contacts(Government / agencies/ visitors etc., the job holder is required to regularly interface with): Institutes, Museums, Libraries, Archives, Collectors. | |
| **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:** | |
| (a. i)Essential:   1. Graduation in Fine Arts / Art History / Archeology / Ancient Indian Culture / Chemistry/ Physics. 2. Degree / Diploma in Museology & Art Conservation. (Specialisation in Paper and Photography Conservation from reputed International level Institutes.) | |
| (a. ii) Desirable:   1. Experience in conservation of paper and photography. 2. Knowledge of computer and photo documentation. | |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)** | |
| 1. Communication and writing skills. 2. Office Management. | |
| **IV. Experience:** | |
| 1. **Total relevant Experience, in years:** | 5 years |
| 1. **Relevant areas of experience:** | Conservation of Paper and Photograph |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:** |
| To provide assistance in work related to conservation, restoration and documentation at Museum. |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished:** |
| 1. **Identify damages & prepare Condition Report for the objects that come for conservation** 2. **Perform conservation photography session on the conservation objects** 3. **Suggest remedial measures for the conservation objects** 4. **Implement the treatment identified for conservation of the object accurately** 5. **Maintain working notes for each treatment implemented** 6. **Prepare a Completion Report after the conservation process is over** 7. **Hand over the object to the concerned department / authority** 8. **Adhere to formats / checklists while preparing reports** 9. **Keep knowledge of set processes & systems for conservation** 10. **Help in organising various exhibitions, workshops, activities for Museum** 11. **Ensure fulfilment of specifications provided for health and safety of the objects during an exhibition (e.g. climate, lights control etc.)** 12. **Monitor the health of the exhibits/object during exhibitions and in the conservation space or laboratory** 13. **Ensure there is no accident / damage to objects at any point of time** 14. **Visit galleries to check the health of objects / exhibits& do the needful** 15. **Clean & maintain the exhibits routinely** 16. **Learn new preventive as well as remedial conservation techniques** 17. **Contribute to research & documentation of various objects in Museum** 18. **Tasks subordinated by the senior/s, over & above the key duties mentioned.** 19. **To assist in all conservation / restoration / cleaning and maintenance of exhibits.** 20. **To assist in conservation photography, documentation and the preparation of physical condition report.** 21. **To participate in all the exhibitions / Research / Documentation and preparation of Physical report.** |

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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. |