

**INSTITUTE OF JAMAICA**  
**(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)**

Applications are invited to fill the following position at the Simon Bolivar Cultural Centre a department of the Programmes Co-ordination Division of the Institute of Jamaica:

**Curatorial Assistant**  
**(SOG/ST 4)**

**Job Summary**

To provide support to all day-to-day aspects of the Salon de Bolívar and Interpretation space of the Simón Bolívar Cultural Centre, including assisting in the planning, development, research, and implementation of collection, exhibitions, temporary exhibitions and/or curated exhibitions organized with incoming loans, or temporary exhibits. To act as tour guide for Salon de Bolívar exhibition space and the display(s) in the Interpretation Room

**Key Responsibilities**

- Conducts tours
- Co-ordinates the booking of tours
- Collects entry fees and maintains proper accounting record when required.
- Assists in the mounting and removal of artefacts
- Ensures security of the exhibits
- Compiles visitors statistics
- Conducts visitor surveys as required
- Prepares Bimonthly, Quarterly Status and Annual Reports
- Ensures proper use of the museums by visitors and request their signatures in the Visitor's book
- Compiles visitor queries and refer them to the supervisor or Centre Manager
- Assists with the execution of educational programmes
- Assists in exhibition curating as directed, to include retrieval of materials, researching and verifying information, correspondence with lenders, artist, and donors, and generating exhibition copy
- Provides information and answers or refers questions about the collection as requested
- Performs general collections duties, to include assistance with collection acquisitions and loans, recommendation of works/artefacts for restoration, and participation in day-to-day operational decision making

**Minimum Qualification/Experience**

- Four (4) CXC/GCE Ordinary Level subjects including History, Mathematics and English Language
- Three (3) years' experience in a similar capacity

Applications should be submitted no later than **Friday, April 30, 2021 to:**

**Director**  
**Human Resource Development & Management**  
**10-16 East Street**  
**Kingston**  
**FAX # 922-1147**

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