

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited for the following post at Liberty Hall of the Institute of Jamaica:

**DIRECTOR
(GMG/SEG 3)**

Job Purpose

To guide the staff and devise methods to implement the mission of Liberty Hall: The Legacy of Marcus Garvey: *to inform the public about the work of Jamaica's first national hero and to use his philosophy and opinions to inspire, excite, and positively affect the self-identity of Jamaican people, while creating social and economic wealth.*

Key Responsibility Areas

Management / Administrative Responsibilities

- Charts a developmental course for Liberty Hall that includes the following: The Marcus Mosiah Garvey Multimedia Museum; Garvey Research/Reference Library; Garvey Multimedia Computer Centre; and Garvey Outreach Programmes.
- Writes bankable proposals for acquiring national and international funding for Liberty Hall's programmes and projects.
- Participates in the organization's strategic planning process – prepares and monitors the Division's Operational Plan, Corporate Plan; Quarterly Reports; Annual Reports and budget ensuring the work of the Division is carried out according to plan and agreed targets achieved.
- Represents the organization at schools, meetings, national and international conferences and other functions as deemed necessary.
- Provides information to the Executive Director regarding the operation of Liberty Hall.
- Ensures compliance with high standards of decorum & environmental maintenance by all users and employees of Liberty Hall
- Ensures that Liberty Hall serves the interests of the communities that surround Liberty Hall.

Technical /Professional Responsibilities

- Conducts research on companies that provide multimedia exhibition design & equipment
- Reviews and signs off on research papers and multimedia materials for exhibits.
- Writes exhibition implementation plans and sets out timetables for implementation
- Follows-up Researcher to ensure statistical database is implemented and crossed referenced information is accessible
- Attends Museum Association conferences to keep up to date on advances in exhibition techniques
- Undertakes travel to acquire materials and information for the Marcus Mosiah Garvey Multimedia Museum and the development of Liberty Hall
- Ensures the security of Liberty Hall and its programmes

Human Resource Responsibilities

- Provides leadership to staff through effective objective setting, delegation and communication.
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry
- Monitors Volunteers at Liberty Hall to ensure the safety of the children and the staff

Other Responsibilities

- Performs other related functions assigned from time to time by the Executive Director.

Technical Competencies

- Excellent knowledge of people management skills
- Excellent technical skills in the field of museology
- Proficiency in the use of relevant computer applications
- Excellent presentation, oral and written communication skills

Minimum Required Education and Experience

- Master's Degree in Museum Studies or Cultural Heritage Management
- Five (5) years' experience working in a related field

Applications should be submitted no later than **Friday, October 22, 2021** to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON
personnel@instituteofjamaica.org.jm**