

Ad-NMJ-Director INSTITUTE OF JAMAICA

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

Applications are invited for the following post at National Museum Jamaica (NMJ), a division of the Institute of Jamaica:

**DIRECTOR
(GMG/SEG 4)**

JOB SUMMARY

Reporting to the Executive Director of the Institute of Jamaica, the incumbent provides oversight for budget preparation and spending, staff welfare and development, collections acquisition and preservation, as well as the implementation of programmes for the study and dissemination of information on Jamaica's cultural heritage.

KEY RESPONSIBILITIES

- Prepares museum project proposal for submission to national and international agencies.
- Prepares and monitors the Division's budget and projections.
- Prepares Corporate and Operational Plans
- Acts as chief advocate for the Division and represents the interest of the Division to similar organisations and interest groups both nationally and internationally.
- Serves as Secretary to the Museums Management Board
- Directs the expanded National Museum West and represents Museum on the Board of Directors of the Montego Bay Arts Council
- Leads a general expansion of the programmes and exhibitions expected of the Division, including publications for each exhibition (catalogues, children's materials), greater multimedia presence in exhibitions

KEY COMPETENCIES

- Knowledge of museum ethics and Museums Theory and Practice.
- Knowledge of laws governing cultural property and heritage
- Good decision-making and leadership skills
- Knowledge of issues relating to historic preservation and conservation.
- Knowledge of Jamaican History and Culture in order to guide the research and curatorship of the Division.

MINIMUM QUALIFICATION/EXPERIENCE

- Postgraduate degree in History, Museum Studies or other related areas of the Humanities.
- At least three (3) years' work experience in a Museum or similar organisation.
- A proven track record of independent research and publication.
- An overall grasp of Jamaican History and Culture in order to guide the research and curatorship of the Division.

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