

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

Applications are invited to fill the following position at Liberty Hall: The Legacy of Marcus Garvey.

Museum Guide (PIDG/RIM 2)

Job Summary

To monitor the activities of the Marcus Mosiah Garvey Multimedia Museum and assist in the Gift Shop.

Period of Employment

November 2021 to April 2022

Key Responsibilities

- Conduct tours of the Marcus Mosiah Garvey Multimedia Museum
- Assist with sales in the Gift Shop and completes required reporting forms
- Create digital and other promotional tools for advertising the Museum
- Conduct basic research and giving information to the public about Marcus Garvey and Liberty Hall

Required Competencies

- Knowledge of the Garvey Exhibition and all planned exhibitions
- Knowledge of Photoshop and other imaging software

Minimum Required Qualification/Experience

- Five (5) GCE O' Level or CXC subjects including Mathematics, English Language and History; (more specifically on Garvey, Pan Africanism and some interest in the History of Africa),
- Certificate in Tour Guiding and/or Education would be an asset
 - Three years' experience in a similar capacity
 - Graphic Design certification would be an asset

Applications should be submitted by October 22, 2021 to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston
FAX: 922-1147
EMAIL: personnel@instituteofjamaica.org.jm**