

INSTITUTE OF JAMAICA

Applications are invited to fill the following position at National Museum Jamaica:

ASSISTANT ARTEFACTS OFFICER (SOG/ST2)

JOB OBJECTIVE

To assist in the cataloguing, movement and location of objects in the collection, on display or on loan, ensuring at all times proper handling and care.

KEY RESPONSIBILITIES

- Assists in accessioning artefacts in the National Collections
- Assists in surface cleaning of artefacts and aiding in assessing conservation needs.
- Assists in recording all gifts, loans, bequests.
- Visits outstations to monitor the status of the artefacts on exhibition under the guidance of the Artefacts Officer
- Assists with the secure and proper movement of artefacts from one location to the other
- Assists in the installation and dismantling of exhibitions
- Assists in the proper packaging of objects for loan both locally and internationally.
- Monitors the daily security check of artefacts in exhibition spaces.

MINIMUM QUALIFICATION/EXPERIENCE

- Four (4) CXC or GCE Ordinary Level subjects including English Language, History and Mathematics

Applications should be submitted no later than Monday, October 25, 2021 to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

EMAIL: personnel@instituteofjamaica.org.jm