

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position at the National Museum Jamaica, a division of the Institute of Jamaica:

CURATORIAL ASSISTANT (SOG/ST 4) NATIONAL MUSEUM WEST, MONTEGO BAY

Salary Range: \$1,103,582.00 - \$1,311,812.00 (per annum)

JOB OBJECTIVE

To provide a rewarding learning experience to visitors to the National Museum West, Montego Bay through guided tours and also to assist with education programmes.

KEY RESPONSIBILITIES

- Conducts tours
- Compiles visitors statistics
- Assists with education programmes
- Assists in the mounting and removal of artefacts
- Ensures security of the exhibits
- Ensures proper use of the museum by visitors
- Conducts visitor surveys as required

MINIMUM QUALIFICATION/EXPERIENCE

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

Applications should be submitted no later June 17, 2022 to:

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

Email: personnel@instituteofjamaica.org.jm