

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

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

RECORDS & INFORMATION MANAGER
(PIDG/RIM 5) Pay Band 7

JOB SUMMARY

To ensure that all objects of Art, the property of the National Gallery and all works on extended loan, or on loan for specific exhibitions to the National Gallery are properly registered, catalogued, handled, exhibited, maintained and stored. The job also includes the acquisition, organization, maintenance, utilization, dissemination, storage and retrieval of information resources and the effective application of these resources to meet the information requirements of the curatorial staff, researchers and the public at large.

KEY RESPONSIBILITIES

- Identifies and implements appropriate mechanisms for the archiving, preservation and proper records management procedure for works of art in the National Collection as well as all material of archival value
- Supervises the movement and security of all art and archival value within and out of the National Gallery
- Compiles and maintains accession records
- Manages the production of the collection catalogue which involves undertaking art historical research
- Compiles and maintains source files
- Negotiates and documents all short-term and long-term loans to or from the National Gallery
- Maintains reproduction and copyright files
- Prepares and maintains condition reports of all works in the Collection and works coming in or leaving the island
- Supervises the specialist packaging and crating of works of art
- Organizes and maintains suitable storage areas
- Inspects works from the National Collection on loan to public buildings including both international airports and Embassies locally and overseas

MINIMUM QUALIFICATION/EXPERIENCE

- B.Sc. in Library or Archival Studies, plus training in computer information systems with at least five years (5) experience in the field.
Or
- First degree and post-graduate diploma in Library or Archival studies and seven years experience in the field and training in computer information systems.
Or
- Any other combination or training and experience, which would yield the necessary skills, needed at this level.

Special Conditions Associated with the Job:

- The Records & Information Manager will be required to work outside of the normal office hours from time to time to ensure the proper mounting of exhibitions hosted by the National Gallery.

Salary Scale:

- **\$3,501,526.00 p.a. to \$4,709,163.00 p.a.**

(Please note that new employees are paid at the minimum rate)

Applications should be submitted no later than **Friday, August 21, 2026** to:

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