

INSTITUTE OF JAMAICA

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

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

ASSISTANT ARTEFACTS OFFICER (SOG/ST 2)

SALARY RANGE: \$1,711,060.00 - \$2,301,186.00 per annum

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 aids 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.
- Prepares Bimonthly Report

MINIMUM QUALIFICATION/EXPERIENCE

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

Applications should be submitted no later than February 21, 2025 to:

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

EMAIL: personnel@instituteofjamaica.org.jm