**INSTITUTE OF JAMAICA**

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

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

**ASSISTANT OUTREACH OFFICER – EDUCATION**

**(SOG/ST 5)**

**JOB OBJECTIVE**

To assist with the development and implementation of educational/learning programmes for a diverse museum audience in keeping with the mandate of the Division and the Institute of Jamaica and centred on the collection and the research conducted within the Division.

 **KEY RESPONSIBILITITES**

* Assists with the formulation, research and delivery of educational programmes
* Conducts rural and urban educational/outreach programmes centred on the collections and informed by the schools' curriculum.
* Implements in-house programmes such as workshops and seminars for teachers, students and other members of the public
* Assists with educational tours.
* Assists with the formulation, implementation and co-ordination of education resources for exhibitions, Museum satellites and special yearly events for both adults and children.
* Researches and prepares fact sheets, work sheets, museums walk, pamphlets, brochures and booklets.
* Assists with the execution of visitor survey instruments for our audience.
* Prepares Bi-monthly, Quarterly, and Annual reports of activities

**PERIOD OF EMPLOYMENT**

May 26, 2025 to July 3, 2025

**BASIC SALARY**

**$3,501,526.00 p.a.**

**MINIMUM QUALIFICATION/EXPERIENCE**

* Bachelor’s Degree in Museum Studies/ /History/Archaeology or other similar degree
* One (1) year’s work experience in a museum or similar organization.
* An overall grasp of Jamaican History and Culture

Applications should be submitted no later than May 30, 2025 to:

**DIRECTOR**

**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT**

**INSTITUTE OF JAMAICA**

**10-16 EAST STREET**

**KINGSTON**

**EMAIL:** **personnel@instituteofjamaica.org.jm**