

INSTITUTE OF JAMAICA

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

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

CURATORIAL ASSISTANT

(SOG/ST 4) (Band 6)

(Assigned to the People's Museum located in Spanish Town, St. Catherine)

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

KEY RESPONSIBILITIES

- Conducts tours
- Compiles visitors' statistics
- Collects gate receipts
- Assists with education programmes
- Assists in the mounting, removal and packaging of artefacts
- Ensures security of the exhibits
- Ensures proper use of the museum by visitors
- Conducts visitor surveys as required
- Prepares Bimonthly and Quarterly Status Report of activities
- Conducts research assignments as directed by the Curator

PERIOD OF EMPLOYMENT

June 30, 2025- August 8, 2025

BASIC SALARY

\$2,803,771 p.a. to \$3,770,761 p.a.

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 than **May 14, 2025** to:

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

Email: personnel@instituteofjamaica.org.jm