

**INSTITUTE OF JAMAICA**  
**(Agency of the Ministry of Culture, Gender, Entertainment and Sport)**

Applications are invited to fill the following position at the Jamaica Music Museum:

**Research Officer/Adjunct Curator**  
**(SOG/ST 5)**

**JOB SUMMARY**

To contribute to the growth of the Jamaica Music Museum's exhibition and acquisition programmes, as well as provide substantial support for the strategic plans and objectives established by the Director/Curator.

**KEY RESPONSIBILITIES**

- Chairs the exhibition and acquisition meetings on request of the Director/Curator
- Liaises with the Financial Controller to ensure the procurement of supplies for exhibitions
- Ensures support for the Jamaica Music Museum through presentation of fundraising events, such as variety events, music fairs, concerts, and auctions
- Proposes, undertakes research and curates exhibitions in areas of competence
- Develops and coordinates on and off site educational programming for adults and children in conjunction with the Educational Outreach Officer.
- Develops and administers the Museum's guide program.
- Assists with the development/maintenance of the permanent collection and temporary exhibitions
- Assists with the editing of the Museum's academic publications and newsletters
- Presents public lectures on Jamaican/Caribbean music and related subjects
- Supervises and provides academic guidance to the Jamaica Music Museum's research initiatives in collaboration with the Education Outreach Officer
- Coordinates the Museums Exhibitions, including the accuracy, quality and appropriateness of labels, signage etc.
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes
- Provides leadership to staff through effective objective setting, delegation and communication.
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed
- Ensures that staff is aware of and adheres to the policies, procedures and regulations
- Recommends sick, departmental and vacation leave for staff under supervision and maintains appropriate records

**PERIOD OF EMPLOYMENT**

Contract/Gratuity for two years

**MINIMUM QUALIFICATION/ EXPERIENCE**

- Master's degree in arts, musicology, ethnomusicology, or other culturally related field
- Three (3) years related experience

Applications should be submitted no later than **Wednesday, November 30, 2022** to:

**Director Human Resource**  
**Development and Management**  
**Institute of Jamaica**  
**10-16 East Street**  
**Kingston**  
**Fax: 922-1147**  
**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**