

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

Applications are invited to fill the following position at Liberty Hall: The Legacy of Marcus Garvey.

Museum Guide (PIDG/RIM 2)

Job Summary

To monitor the activities of the Marcus Mosiah Garvey Multimedia Museum and assist in the Gift Shop.

Key Responsibilities

- Conduct tours of the Marcus Mosiah Garvey Multimedia Museum
- Assist with sales in the Gift Shop and completes required reporting forms
- Create digital and other promotional tools for advertising the Museum
- Conduct basic research and giving information to the public about Marcus Garvey and Liberty Hall

Required Competencies

- Knowledge of the Garvey Exhibition and all planned exhibitions
- Knowledge of Photoshop and other imaging software

Minimum Required Qualification/Experience

- Five (5) GCE O' Level or CXC subjects including Mathematics, English Language and History; (more specifically on Garvey, Pan Africanism and some interest in the History of Africa),
- Certificate in Tour Guiding and/or Education would be an asset
 - Three years' experience in a similar capacity
 - Graphic Design certification would be an asset

Applications should be submitted by **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**