INSTITUTE OF JAMAICA

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

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

Records and Information Manager
(PIDG/RIM 5)

JOB SUMMARY

The Records and Information Manager, ensures that all objects of Art, the property of the National Gallery of Jamaica and all works on extended loan or on loan for specific exhibitions to the National Gallery are properly registered, catalogued, handled, exhibited, maintained and stored.

The job also includes the acquisition, organization, maintenance, utilization, dissemination, storage and retrieval of information resources and the effective application of these resources to meet the information requirements of the curatorial staff, researchers and the public at large.

KEY RESPONSIBILITIES

- Identify and implement appropriate mechanisms for the archiving, preservation and proper records and management procedure for works of art in the National collection, as well as all material or archival value
- Supervise the movement and security of all art and archival value within and out of the National Gallery
- Compile and maintain accession records and source files
- Manage the production of the collection catalogue, which involves undertaking art historical research
- Negotiate and document all short and long term loans to or from the National Gallery
- Prepare and maintain condition reports of all works in the Collection and works coming in or leaving the island
- Inspect works from the National Collection on loan to public buildings including both international airports and embassies locally and overseas
- Maintain reproduction and copyright files
- Supervise the special packaging and crating of works of art

MINIMUM QUALIFICATIONS/EXPERIENCE

- BSc. In Library or archival studies, plus training in computer information systems with at least five (5) years experience in the field

OR

- First degree and Post-graduate diploma in Library or Archival Studies and seven (7) years experience in the field and training in computer information systems

Applications should be submitted no later than Friday, March 16, 2023 to:

The Director
Human Resource Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Email: **personel@institutueofjamaica.org.jm**