

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) (vacant post)

SALARY RANGE: \$3,094,839.00 - \$4,162,214.00 per annum

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

REQUIRED KNOWLEDGE SKILLS AND COMPETENCIES:

Core Competencies

- Oral communication
- Written communication
- Teamwork and co-operation
- Customer and Quality focus

Technical Competencies

- General knowledge of music history and works of music generally.
- Ability to formulate project proposals/programmes.
- Knowledge of the Museum's collection of music and Jamaican/Caribbean music in general
- Proficiency in the writing of reports
- Ability to meet deadlines

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 **Friday, December 15, 2023** to:

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