

INSTITUTE OF JAMAICA

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

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

CURATOR - NATIONAL MUSEUM WEST (GMG/SEG 1) St. James

To plan and coordinate the research and education activities of the National Museum West and ensure a visitor friendly environment that is both educational and entertaining; to represent the interest of the Institute of Jamaica in the St. James region and to assist in the preservation of the collections in storage and on exhibit.

Salary Range: \$3,094,839.00 - \$4,162,214.00 per annum

KEY RESPONSIBILITIES

- Prepares bi-monthly, quarterly status and annual reports
- Prepares Unit, Operational and Corporate plans
- Prepares project proposals
- Undertakes exhibition and research projects.
- Develops and co-ordinates Community/Education programmes
- Creates, schedules and publishes content for National Museum Jamaica's social media pages and National Museum Jamaica website
- Assists in delivering lectures using artefacts from the collections as well as exhibits, in consultation with the Director

MINIMUM QUALIFICATION/EXPERIENCE

- Bachelor of Arts in History or Bachelor of Science in Social Sciences.
- Two (2) years' experience in a similar position
- A Teacher's Diploma would be an asset
- Supervisory or other management training

Applications should be submitted no later than **Thursday, November 30, 2023** to:

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

Email: personnel@instituteofjamaica.org.jm