

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following temporary position at the **National Gallery of Jamaica (NGJ)**, a division of the Institute of Jamaica:

ASSISTANT CURATOR (SOG/ST 5)

Salary: \$2,735,387.00 per annum

JOB SUMMARY

To ensure efficient functioning of the administrative/functional aspects of the Education Department and to assist with the implementation of various programmes in the Education/Curatorial Departments

MINIMUM QUALIFICATIONS/EXPERIENCE

- Bachelor's Degree in Art History/Art Education

REQUIRED COMPETENCIES

- Ability to develop/design departmental programmes/plans
- Planning/organizing skills to implement plans/programmes
- Research/Publication skills to undertake appropriate research and present same for publication
- Appropriate report writing and presentation skills
- Good grasp of administrative procedures/principles
- Must be goals/results oriented to ensure timely implementation of Departmental events such as Exhibitions
- The ability to comply with established procedures/guidelines (e.g. those governing works of art)
- Knowledge of database management
- Good grasp of art practices and the history of Jamaican art/culture

Special conditions associated with the Job

- May have to work for long hours and on weekends during the mounting of exhibitions
- May be required to travel out-of-town to undertake duties in respect of travelling exhibition and other outreach programmes

Applications should be submitted no later than Monday, January 22, 2024 to:

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