



**CAREER OPPORTUNITY**

**CONTRACTUAL POSITION**

<b>JOB TITLE: CURATOR ASSISTANT</b>	
<b>REPORTS TO:</b>	<b>MUSEUM CURATOR</b>
<p><b>JOB SUMMARY:</b> The incumbent is required to assist the curator and represent the curator when required. The incumbent is also required to assist in the Training and Supervision of Museum Assistants, prepare reports and correspondence, the recording of Arts, Craft, Artefacts and Archiving and organising of workshops</p>	
<b>DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Assist the Curator-             <ul style="list-style-type: none"> <li>i. In the Management and Administration of the functions of the Tobago Trust and Tobago Museum;</li> <li>ii. Financial monitors and account for the petty cash daily and at the end of the month; prepare deposits weekly and bi-monthly reports to trustees and the Division; daily and/or monthly decision making in purchasing of items; and</li> <li>iii. Supervision of staff.</li> </ul> </li> <li>• Deputizes for the Curator during his/her absence at meeting, and lectures in Trinidad and Tobago, abroad and vacations- fortnightly and monthly (including as above).</li> <li>• Assists in Training and Supervision of Museum Assistants on a daily basis, university interns and students as per work assigned in all museum functions.</li> <li>• Assists in the preparation of reports and correspondence -             <ul style="list-style-type: none"> <li>i. Prepare and organise daily and weekly correspondence incoming and outgoing; and</li> <li>ii. Bi-monthly reports to Trustees, Secretary and Administrator of the Division.</li> </ul> </li> <li>• Design charts, displays and exhibitions-             <ul style="list-style-type: none"> <li>i. Labelling and changing of labels for artefacts on display as required;</li> <li>ii. Design charts as necessary for seasonal expositions namely art, books, icons and heritage displays for students, schools and visitors.</li> </ul> </li> <li>• Floor Management-             <ul style="list-style-type: none"> <li>i. Tours conducted for primary, secondary and tertiary schools as scheduled and ongoing;</li> </ul> </li> </ul>	

- ii. Public relations for daily visitors and cruise ship passengers during the week and on weekends as per cruise ship schedule.
- Collections/Archives- Conservation, preservation and restoration of artefacts on display weekly and in storage on a monthly basis or as necessary.
- Recording- prepare inventories of collections for artefacts, library, furniture and equipment. These inventories are updated as required.
- Organise workshops related to Museology-
  - i. Archaeological and Historical field Workshops and Tours are organised two (2) or three (3) times yearly for trustees, staff, students and friends of the museum.
  - ii. In-house archaeological workshop and museum programmes are held once per year.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of exhibit preparation procedures.</li> <li>• Knowledge of basic museum processes and procedures.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Ability to understand and learn the museum’s collection.</li> <li>• Excellent organizational skills.</li> <li>• Well-developed written and verbal communication skills. Demonstrated editing and proofreading skills. Strong attention to detail and accuracy.</li> <li>• Computer proficiency with PC and Mac, and Microsoft Office Suite, including Excel and PowerPoint.</li> <li>• Excellent interpersonal skills.</li> <li>• Self-directed, ability to anticipate actions needed.</li> <li>• Ability to juggle multiple tasks and meet demanding deadlines.</li> <li>• Ability to exercise discretion and to be a team player in an active office environment.</li> </ul>

**MINIMUM EXPERIENCE AND TRAINING**

- Associate Degree in History, Culture Heritage studies or related subject
- With at least two years comprehensive administrative work experience.
- Museum or arts organization experience required.
- Experience with collections databases will be an asset

## **SUBMISSION OF APPLICATIONS**

Submit your Application Letter, Curriculum Vitae, Copies of Certificates and two (2) References  
by **Friday March 31<sup>st</sup>, 2023** to:

The Administrator,  
Division of Tourism, Culture, Antiquities and Transportation,  
#12 Sangster's Hill, Scarborough, Tobago.