

## **JOB DESCRIPTION**

**JOB TITLE: COLLECTION MANAGER & ARCHIVIST**

**JOB LOCATION: MAYO COLLEGE SCHOOL, AJMER**

**REPORTS TO: HEAD MASTER SENIOR SCHOOL**

**JOB SUMMARY:** A prestigious school in Ajmer seeks a motivated, young candidate to organize, document, manage, and make accessible the school's dedicated museum collection. The Museum houses a diverse collection of historical, societal, geological and natural artefacts and exhibits from across India and the world. This collection is spread over 18 rooms across 2 floors of a Grade III heritage building on campus. The artefacts in the museum range from paintings, sculptures, photographs, coins to natural history objects and taxidermy specimens, geological samples and others. This is a green-field project that gives the opportunity to innovate within a specific institutional context. The museum is one-of-its-kind in the country with its core focus on facilitating learning within the school context.

The collections manager and archivist will closely work with the school management to monitor a dedicated evaluation programme of the school's ongoing museum learning initiatives.

## **JOB RESPONSIBILITIES**

- Creating a repository of documents in form of Audio-Visual and Printed material and keep updating them.
- Creating a Digital Archive of photographs, literature and print material.
- Updating inventory details of all items in the Museum according to the accession number (unique identifier assigned to every object d'art).
- Collection manager would also be initiating potential exhibitions and loan considerations.
- Collection manager with conjunction with various departments would be responsible for monitoring environmental control inside the Museum.
- Responsible for the security of all objects within the Museum.
- Motivate the students to visit Museum in the campus and conduct museum hobby classes.
- Survey, conduct research on the collection, develop and implement documentation plans in consultation with school management.
- Maintain current knowledge in standards, best practices and specialized subjects in relation with building archive inventory and cataloguing.
- Facilitate digitization of collection materials and may develop the outline for a dedicated museum website.
- Develop and maintain processes for collection handling.
- Make recommendations for re-housing collection materials.
- Create simple museum communication and way-finding tools based on standards, best

practices, and research.

- Make reports on conservation concerns and conduct basic preservation practices.
- Make recommendations on expansion of collection.
- Compile a Procedures Manual detailing documentation procedure, for Museum records and future reference.
- Build and facilitate relationships with other location, national and international museums
- Contribute to outreach activities- primarily provide local support to implement monitoring and evaluation framework set up to study the impact of the school's ongoing Museum Learning Programme.
- Provide support to review process of ongoing Museum Learning Programme tools in consultation with the teachers.
- Serve as a point of contact for any key visitor to the museum or researcher reviewing the Collection.
- Proposing Annual budget for the museum in consultation with Master In Charge Museum.
- Performing all administrative support functions, managing museum and curatorial task.
- Any other task as assigned by school authorities.

**REQUIREMENT:**

**Qualifications:** Graduate/ Post Graduate preferably Archaeology/Conservation Management /Museology/Art History / Post Graduate Diploma [Museology]

**Work Experience:** Preferred with minimum one year's experience in relevant field, preferably school/college museum.

**Exposure to:** Handling Virtual Museum, Museum Education, Audio Guide, Museum Photography.

**Technical Skills:** MS office, Photoshop, MS Teams & Other digital teaching platforms.