

CRITERIA FOR CURATOR- without work experience

1. Qualifications and Requirements:

- Minimum graduate degree
- Position level – P5 or equivalent
- History and Dzongkha as major subject
- Good in spoken (Dzongkha, English and Bumthab) and written in Dzongkha and English.
- Basic knowledge on computer software (eg. Microsoft Office)
- Preference will be given to applicant from Bumthang or settled in Bumthang.

2. Personal Qualities:

- Self motivated and driven
- Willing to work on strict time schedules
- Willing to work with diverse team members
- Liaise and interface with team members, patrons, funders, supporters and the local community.

3. CURATORIAL RESPONSIBILITIES.

- **Collection/Acquisition:** Curators at collecting institutions should be guided by codes of ethics relating to their individual discipline and by international, national, and local laws affecting aspects of their responsibilities, including the acquisition and disposal of objects.
- **Care of collections:** he/she plans and implements the programme for storage and cataloguing, supervises conservation procedures and ensures they are properly recorded and organized.
- **Development:** he/she advises the director on the development, strategy of collections. Curators develop the collection under their care in conjunction with the museum's stated mission and other institutional policies, procedures, and documents. They identify deficiencies in the collection, review potential acquisitions, and provide compelling reasons for adding objects to the collection in accordance with the acquisition policy of the museum.
- **Research :** he/she studies the collections, defines and conducts research on and record the provenance of all objects in or offered to the collection, and they are responsible for ensuring that all verbal and written interpretation is accurate and accessible, physically and cognitively, whether prepared by themselves or their subordinates
- **Enhancement :** he/she contributes to the designing and organizing of permanent and temporary exhibitions, publications and activities for the public.
- **Management :** he/she manages budget and staffs under the supervision of the director.

- **Awareness** : . Curators must be aware of all applicable national and international laws and never knowingly acquire stolen, illegally exported, or improperly collected objects.
- **Code of Ethics** : Curators periodically review collection objects to assess the continued relevance of each object to the museum's mission. They refine the collection through judicious disposal of objects in accordance with the de accession policy of their institution. De accessioning is undertaken solely for the advancement of the museum's mission. Curators offer professional guidance and expertise to their museum's board of trustees or other governing authority to ensure that the museum does not suffer in any way as a result of the de-accessioning process.

4. Terms of employment

- He/She will be employed on consolidated contract
- He/She will be employed for a period of 18 months initially and there will be possibility of renewing the contract period depending on the funding and performance of the individual. He/She will work closely with EKA, Museum Design and Planning Consultant from India apart from Bhutan Foundation and the Department of Culture and be trained where necessary.

5. Terms of payment and entitlement

- The salary will be paid as lump sum of Nu. 30,000 per month.
- TA/DA will be paid as and when required to travel upon the approval of a competent authority.