

CRITERIA FOR EDUCATION OUT REACH OFFICER – With work experience

1. Qualifications and training required:

- Minimum graduate degree in education or cultural studies.
- Event/exhibition management or equivalent professional experience in the related field.
- Good in spoken (Dzongkha, English and Bumthab) and written in Dzongkha and English.
- Proficient in everyday office management computer software programming.
- Preference will be given to the applicant from Bumthang or settled in Bumthang

2. Key skills for museum education officer:

- Enthusiasm
- Team work skills
- Organisational skills
- Communication skills
- Interpersonal skills

3. Responsibilities:

As a museum education officer, he/she will be responsible in engaging public to take part in the museum activities as follows;

- Create a learning strategy in line with the ethos of the museum
- Preparing and distributing publicity materials and displays
- Writing plans and reports
- Producing educational resources or study packages
- Planning and delivering programmes of activities and events
- Developing the museum's educational strategy
- Develop programmes of talks, activities and workshops around particular exhibitions or in response to particular themes or annual festivals
- Liaise with schools, colleges and teachers to promote the use of the collections and activities of the museum in line with the national curriculum
- Teach museum education to school groups in line with the school syllabus
- Create and develop educational resources for visitors, schools, families and special interest groups
- Deliver talks, workshops and activities in partnership with storytellers, craftspeople and artists
- Launch new initiatives such as work with new communities
- Manage programmes, budgets and teams of volunteers

- Facilitate activities in the local community in response to requests from schools and community groups or to promote particular exhibitions
- Collate, evaluate and apply feedback on the educational activities provided
- Contribute to strategic aims in smaller organisations
- Work with other museum staff to develop and market the museum and the events
- Represent and promote the museum on external educational bodies in order to establish a network of useful and productive partnerships.

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. 45,000 per month
- TA/DA will be paid as and when required to travel upon the approval of a competent authority.

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