

## CRITERIA FOR EDUCATION OUT REACH OFFICER – without work experience

### **1. Qualifications and training required:**

- Minimum graduate degree.
- Position level –P5
- History and Dzongkha as major subject will be preferred.
- 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. 30,000 per month
- TA/DA will be paid as and when required to travel upon the approval of a competent authority.