

**National Gallery of Modern Art, New Delhi**

**Terms of reference for the post of Curator (Collection)**

1.	Purpose of assignment	:	To provide technical and administrative support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none"><li>• To work in close coordination with Restorer/Officer In Charge of the Reserve Collection.</li><li>• Responsible for orderly management of the entire Collections of Art Works.</li><li>• To attend to digital documentation of the entire collection comprising of 17000 plus art works in the collection of NGMA.</li><li>• Preparation and maintenance of card index catalogue of the entire collection for reference.</li><li>• To update and maintain the Accession Register of Art works.</li><li>• To provide academic information related to art works to research scholars as also for use in the Art Publications of NGMA.</li><li>• Documentation of all Art objects moved in and out of the Reserve Collection Store for exhibitions in India and abroad.</li><li>• To respond to requests from Art lovers and Research Scholars etc. for photographs of Art works as per the policies laid down on the subject.</li><li>• To ensure proper and safe storage of Art works in the Reserve Collection.</li></ul>

			<ul style="list-style-type: none"> <li>• To undertake preventive and curative care of Art works in the Reserve Collections to ensure healthy condition of the Art Works.</li> <li>• To undertake periodic inspection of art works in the collection along with Restorer to assess the need for preventive and curative treatments.</li> <li>• To ensure pest and climatic control in Reserve Collection area.</li> <li>• To convene meetings of the Art Purchase Committee for acquisitions of art works.</li> <li>• Any other task assigned by the Director (NGMA) subject to exigencies of work.</li> </ul>
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 35,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualifications and Experience	:	M.A. in Fine Arts / History of Art / Museology with atleast 5 years experience in reputed projects. Those done research work/published works would be given preference. Excellent writing and computer skills is a pre-requisite.
8.	Maximum Age Limit	:	45 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.