

**NATIONAL GALLERY OF MODERN ART, MUMBAI**  
**Terms of reference for the Post of Technical Assistant**

1.	Purpose of Assignment	To provide technical and professional support to Director, NGMA in the proper implementation of its policies and programmes.
2.	Job Profile	<ul style="list-style-type: none"> <li>-To undertake conducted tours of visitors round the Gallery and the Sculpture Garden.</li> <li>-Arranging of Art film shows.</li> <li>-Organizing of lectures, seminars and talks.</li> <li>-To provide Gallery guidance to the visitors.</li> <li>-To coordinate with schools for the visit of student groups.</li> <li>-To coordinate and manage the activities of Art Sketch Club.</li> <li>- To organize Summer and Winter Art Workshop for students of different age groups.</li> <li>-To assist Dy. Curator / Keeper during mounting of exhibitions in the Gallery.</li> <li>-Any other task assigned by the Director, NGMA, Mumbai depending on exigencies of work.</li> </ul>
3.	Duty, station and Timings	NGMA, Mumbai functions 6 days a week from 11.00 a.m. to 6.00 p.m.
4.	Supervisor	Will report to keeper, NGMA, Mumbai.
5.	Estimated duration of Contract	Six months or till regular appointment against the Post is made, whichever is earlier.
6.	Remuneration	Rs.15,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	<p>Bachelor's Degree in Ancient History &amp; Culture OR Fine Arts OR Museology from a recognized University. 3 years experience in Teaching, Planning and organizing educational activities and Exhibitions in a Museum / Gallery.</p> <p>Those possessing Master's Degree in Ancient History and culture OR Fine Arts Or Museology from a recognized University will have an added advantage.</p>
8.	Maximum Age Limit	45 years, relaxable at the discretion of the selection Committee in the case exceptionally qualified and experienced candidates.