

## **Iringa Boma – Regional Museum and Cultural Centre is looking for:**

### **1 Exhibition Manager & Education Officer**

**Reference No:** UoI/fy/Boma/2018/1

**Workstation:** Iringa Boma – Regional Museum and Cultural Centre

#### **1. Who we are**

fahari yetu – Southern Highlands Culture Solutions is a programme of the University of Iringa, supporting sustainable community development and poverty alleviation in the Southern Highlands of Tanzania through conservation, management, commercialization and promotion of cultural heritage resources. It is divided into the five activity areas 1. Heritage research, mapping and landscaping 2. Public access and display 3. Commercialization and Promotion 4. Professional capacity building and 5. Community outreach and empowerment.

As centerpiece of the programme fahari yetu has established a Regional Museum and Cultural Centre in the Iringa Boma, an old German colonial building that was restored for this purpose in its unique historical fashion. The exhibition in the regional museum was developed by fahari yetu in collaboration with the National Museum of Tanzania, the Antiquities Department of the Ministry of Natural Resources and Tourism, and the Iringa Regional Commissioner's Office. The exhibition displays a significant number of historical and cultural characteristics and artifacts of the Region. Additional services offered at the Centre are a conference/boardroom facility, cultural tours in Iringa Town and Region, a restaurant/café, and regular cultural activities and events.

Following the establishment of Iringa Boma – Regional Museum and Cultural Centre, ongoing activities include permanent exhibition maintenance and development, curation of rotating temporary exhibitions, cultural education of the public, business capacity building of local communities, design and implementation of new cultural activities and events, development and marketing of cultural tours and products, and general promotion and marketing of the Centre.

#### **2. What we offer**

We offer a full time (40 hours a week) post of Exhibition Manager & Education Officer at Iringa Boma – Regional Museum and Cultural Centre. The post is offered for a period of twelve months from 01 April, 2018 until 31 March, 2019.

### Tasks and responsibilities under the post

Responsibilities	Activities	Expected outputs
1. <i>Maintenance and development of the permanent Boma exhibition</i>	<ul style="list-style-type: none"> <li>• Identification of exhibition modification needs in content and presentation</li> <li>• Oversight of procurement of objects, materials and services for exhibition modification</li> <li>• Supervision of exhibition modification measure implementation</li> <li>• Supervision of general cleaning and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent exhibition modification in place</li> <li>• Permanent exhibition updated, clean and in top state of repair at any time</li> <li>• Museum visitors recommend service quality at Iringa Boma</li> </ul>
2. <i>Design, curation and implementation of temporary exhibitions at the Boma</i>	<ul style="list-style-type: none"> <li>• Development of temporary exhibition themes and concepts</li> <li>• Oversight of procurement of objects, materials and services for temporary exhibition</li> <li>• Supervision of exhibition instalment</li> <li>• Oversight of public awareness raising and advertisement measures for temporary exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>• 2 temporary exhibitions conducted during the contract period</li> <li>• Accompanying opening ceremonies and workshops organized in cooperation with Communication Officer</li> </ul>
3. <i>Development and coordination of cultural education programmes</i>	<ul style="list-style-type: none"> <li>• Supervision of education programme concept and manual development</li> <li>• Oversight of education programme coordination</li> <li>• Design of regular media education programme</li> </ul>	<ul style="list-style-type: none"> <li>• Primary and secondary schools' education programme conducted</li> <li>• Regular media education programme conducted in cooperation with Communication Officer</li> </ul>
4. <i>Coordination of day-to-day museum operation and administration</i>	<ul style="list-style-type: none"> <li>• Reception and tour guiding for Boma Museum</li> <li>• Boma visitor statistics record-keeping and monthly summary preparation</li> <li>• Boma cash-book financial record-keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Reception and guiding duty covered 7 days a week</li> <li>• Visitor book up-to-date and monthly statistics submitted to Centre management</li> <li>• Monthly accounts up-to-date and submitted to Centre management</li> </ul>

### 3. Compensation and resources

- Gross salary of **TZS 360,000.00/month** for 12 months
- Opportunities for participation in remunerated project activities (depending on acquisition of activity-based project funds)
- Support from volunteers to execute duties

#### 4. Required qualification and competences

##### Formal education

- Minimum Advanced Certificate or Diploma in Heritage Studies/Management, Museology, Tourism, Anthropology, Customer Service or related subjects
- Degree qualification may be an advantage

##### Work experience

- Practical work experience may be an advantage

##### Language and communication skills

- Fluent in spoken and written Kiswahili and English
- Polite and professional verbal and non-verbal customer communication

##### Personal and interpersonal skills

- Creativity in adding value to the museum
- Flexibility to respond quickly to new demands
- High degree of responsibility and be able to work independently
- Ability to work in a team

##### Knowledge of IT tools

- Microsoft Office (Word, Excel), Social Media

#### 5. How to apply

Please send your application and supporting documents to

[info@fahariyetu.net](mailto:info@fahariyetu.net)

##### Documents required for submission in pdf format

- Cover/motivation letter for application (1 page)
- CV (max. 2 pages)
- Copy of academic certificates and transcripts
- Concept note for one temporary exhibition (max. 3 pages)

The deadline for applications is **15 March, 2018**. Applicants will be notified on the outcome of their application by 23 March, 2018.

