

LUTHULI MUSEUM



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an agency of the

Department of Arts and Culture

MUSEUM ASSISTANT (PART-TIME)

2 POSITIONS

SALARY: MARKET RELATED

The successful candidate will report to the Curator and will be required to provide museum relief support on week-ends; public holidays in relation to reception duty; guided tours; events; education programmes and assigned special projects. This position is based in KwaDukuza Groutville, KwaZulu-Natal, where the Museum is located.

Key Performance Areas:

- Give guided tours to museum visitors on weekend and public holidays
- To assist with museum educational and holiday programmes
- Carry out administrative tasks at front desk
- Assist the museum with changing exhibitions and movement of assets.
- Set up for functions and events to be held at the museum
- Oversee the upkeep of the museum facility and exhibitions

Requirements:

- 3 year Diploma qualification or undergraduate degree in heritage tourism; public relations; marketing or events management
- Computer literacy (MS Word; PowerPoint; Excel)
- Must be able maintain records, read and write reports
- Must have a valid driver's license
- Good written and verbal communication skills
- Demonstrated ability to multitask and work accurately under pressure
- Ethical practice
- Knowledge and appreciation of South Africa's heritage; arts and culture
- The candidate must be prepared to work on Saturdays, Sundays and Public Holidays

The Luthuli Museum is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of occupational categories in the institution. Preference will be given to candidates within the Ilembe District.

Enquires: Ms Loyiso Gumede Tel: 032 559 6822

Applications must be sent by registered mail for attention Delys Brouckaert, HR Torque, 163 Umhlanga Rocks Drive, Durban North. Alternatively applications can be sent via email to delys@hrtorque.co.za

The Museum reserves the right not to make an appointment

The closing date for submission of applications is **16 February 2018 by no later than 16h00.**

No faxed applications will be accepted. Please send covering letter with your application stating position you are applying for, including a detailed resume with a list of traceable references and certified copies of all qualifications. Appointment is subject to the verification of educational qualifications, previous experience, reference checks and security vetting. Only shortlisted candidates will be contacted. If you have not heard from us by **30 March 2018**, you may consider your application unsuccessful.