



STATE BANK OF PAKISTAN

State Bank of Pakistan, the central bank of the country, is continuously undertaking various initiatives to strengthen its institutional capacities. In order to ensure upkeep of our Museum & Art Gallery Department and bring it at par with international standards, SBP is looking for high caliber and dynamic professionals interested in a stable but challenging career and willing to make a difference through excellence.

1. Antiquity Registrar(OG-2)	Eligibility Criteria		
	Age	Education	Experience
<p>The incumbent would be responsible including but not limited to:</p> <ul style="list-style-type: none"> • Manage, Indexation & Digitalization of Antiquities, i.e. coins, currency notes, archives documents, stamps, rare books etc. • Documentation of Museum Collection and maintain record of loan items, also preparation of incoming & outgoing Loan agreement form, Damage Report form and agreements with other Museums, Organizations and Professionals. • Assign accession and catalogue numbers to all objects in collection, classification of Museum Collection by applying different Codes as per established principles of Museums. • Make database record searchable, preparation of informative materials for researchers and succeeding generations for educational and research purpose. • Compose concise description of objects, look after museum's objects and provide guidelines for improvement in data management capacity. • Oversee movement, packing and shipping of objects. • Keep record electronically & physically of all items in the Museum's objects. Design/ propose software related to heritage & museum. Video editing related to museums. • Prepare policies to provide safety cover to Museums Objects. • Archive photographic collection and conduct professional inspections of incoming & outgoing Museum objects. 	Max. 31 years	Master degree or 16 years of education in Software Development or related field from a HEC recognized institution with 60% or 3 CGPA	Must have at least three (03) years of post qualification experience preferably in a Museum /Art Gallery, should also have experience in cataloguing collections, indexation, digitization, classification, archival and managing information /record. Publications in the related field and attachment with foreign Museum /Institute will be added advantage.
2. Conservationist (OG-2)	Age	Education	Experience
<p>The incumbent would be responsible including but not limited to:</p> <ul style="list-style-type: none"> • Proficient in chemical treatment for preservation and cleaning of objects/manuscripts, along with the skills of paper conservation. • Maintain detailed scientific record of all restored / conserved objects and examine objects, both visually and using scientific tools to determine extent and causes of deterioration. • Monitor and record display and storage condition. • Propose and estimate the cost of treatments to arrest decay. • Produce visual record of the object for identification purpose. • Draft notes on objects condition and work out creative solutions to clean, support and repair sensitive objects. • Hosting laboratory tours, to visitors specifically school groups. • Supervising volunteers, interns, junior conservation staff and students. • Deliver presentations to amateur and professional groups. • Liaising with museum curators and other colleagues, and sometimes helping set up exhibitions. • Look after fragile or decaying objects during day to day work. 	Max. 31 years	MSc (Chemistry -Inorganic) or related filed from a HEC recognized institution with 60% or 3 CGPA	Must have at least three (03) years post qualification experience of conservation/restoration/preservation projects, with special reference to metal objects in a Museum laboratory. Electroplating replica and die making process for metallic objects will be preferred. International working experience will be an added advantage.
3. Modeler / Production Officer (2 Years Contract)	Age	Education	Experience
<p>The incumbent would be responsible including but not limited to:</p> <ul style="list-style-type: none"> • Prepare replicas of antiquities and convincing reproductions of original objects/souvenir for the Museum (Shop). • Proficiently workout on the electroplating of coins. • Craft dioramas depending as per need of the various events and exhibitions. • Implement various display techniques in a museum to ensure positive image is promoted. 	Max. 31 years	Master degree in History or related field from a HEC recognized institution with 60% or 3 CGPA. Preferably Diploma in modeling / replica making.	Must have at least three (03) years post qualification experience in preparation of replicas of antiquities, electroplating, conservation and display techniques in a Museum.

4. Curator (2 Years Contract)	Age	Education	Experience
<p>The incumbent would be responsible including but not limited to:</p> <ul style="list-style-type: none"> • Oversee exhibition planning at all level including acquisition, research, publication of catalogues and brochures etc. • Trace the provenance of the objects in the museum and authenticate, evaluate and categorize objects. • Conduct research based on the museum's collection and interpret the same for various events. • Plan different thematic exhibitions and plan collaborative programs with other institutions. • Organize exhibitions of educational and scholarly value. • Expand the range of the collection and its exhibition strategies. • Supervise to produce the scale models and working drawings for installations. • Determine appropriate fabrication material, mounts, security, lights level, furniture, equipments and climate conditions for each exhibition gallery. • Supervise in organizing galleries for exhibitions; including painting & minor construction, production of label copy and graphic look after all aspects of the exhibition schedule. • Archival matting, hanging & framing of works on paper, provide backing on paintings, mounting hardware and some minor conversation work. • Facilitate in management of physical storage and daily maintenance of collections and exhibitions. • Assist in monitoring exhibits budget, preparation of purchase orders, perform general exhibition work, and installation of audio/ visual equipments for exhibition. 	Max. 40 years	Master degree /preference will be given to M.Phil or Ph.D. in Numismatics / Archaeology / History or any other related discipline from a HEC recognized institution with 60% or 3 CGPA	Must have at least five (05) years post qualification curatorial experience with 03 years in supervisory capacity in well established Museum. Publication to credit.
5. Assistant Curator (2 Years Contract)	Age	Education	Experience
<p>The incumbent would be responsible including but not limited to:</p> <ul style="list-style-type: none"> • Conduct research based on the museum collection, above to trace provenance of object in the Museum. • Prepare induce cards of coins/stamps/currency and other objects of museum, authentication, evaluation and categorization of museum object, and cataloguing of coins with its complete history like ruler, mind legend series , monograph etc. • Investigate technical analysis of each coin like weighing, thickness, diameter and metal etc. • Cataloguing of coins with its complete history like ruler, mints, legend, series, monograph etc trace the missing links different dynasties to maintain chronological sequence in the history of coins, stamps, currency etc. • Provide authentication and verification to artifacts from studying different coins catalogues. • Develop descriptive labels of selected antiquities to be displayed in the museum. • Respond to all queries communication regarding research and reference questions from Scholars, Students, General public etc. • Maintain the accepted national standards at the time of acquisition and processing of archival material. 	Max. 31 years	Master degree in discipline of History/ Archaeology / or any other related discipline from a HEC recognized institution with 60% or 3 CGPA	Must have at least three (03) years post qualification experience of Museum/ curatorial duties. Publications to credit.
6. Content Developer (02 Years Contract)	Age	Education	Experience
<p>The incumbent would be responsible including but not limited to:</p> <ul style="list-style-type: none"> • Conceptualize, plan, research, develop, write and execute of all visual and text content. • Create initial design sketches and computer-generated three-dimensional visuals, sometimes building models and prototypes • Coordination and consultation with Curators, Scholars & Specialists for the development of museum display and exhibit content. • Review the content material and conduct research of graphic materials for projects such as images and videos. • Develop, write & present ideas of all print & audio visual concepts & graphic content. • Review text and visual contents included in graphic panels. • Coordinate and liaise with curator regarding content and implementation. 	Max. 31 years	Master degree in discipline of History/ English /Communication /Designing / Graphics or any other discipline from a HEC recognized institution with 60% or 3 CGPA	Must have at least three (03) years post qualification experience of Museums/ Exhibition Planning Organization as a Content Developer

<ul style="list-style-type: none">• Work with curators to plan a long term strategy for displays and research artists and selection of work.• Research, design, fabricate and coordinate displays at the museum.• Research, design, fabricate and coordinate publication section which includes quarterly and yearly publishing of coin catalogs, brochures, flyers, books etc.• Collaborate with the curator in maintaining the integrity of the collection of artifacts, archival material and displays concerning their selection, conservation, installation and interpretation.• Coordinate with the Museum Shop Manager; identify, design and order items to be sold in the gift shop.• Redesign outdated permanent display areas, to include interactive elements, bilingual text, and when available audio/visual material. Working on the re-display of some exhibitions, reviewing mistakes, updating ideas and displays.• Work with Exhibition Developer to refine the visitor experience and to select and critique exhibition media.• Liaison with designers, audio visual and animatronics experts, graphic video producers and multimedia specialists, even actors, to create a sensory experience for the visitor.• Contribute to programs of events, which aim to encourage broader audiences, including educational events.• Facilitate in museum/gallery development, especially in the area of visitor service.			
Compensation Package	<ul style="list-style-type: none">• For positions at serial no. 01 & 02, negotiated monetized salary within the approved salary scale of OG-2 and commensurate with the experience and qualifications of the candidate, whereas positions at serial No. 3 to 6, market based negotiated salary package commensurate with experience and qualifications shall be offered.• Medical facility as per Bank’s rules..• Staff Loans & other benefits, facilities and allowances as admissible under the New Compensation & Benefits Structure as per Bank’s rules, only for positions at serial no. 01 & 02.		
<u>Application Procedure:</u> Interested Pakistani nationals meeting the above mentioned eligibility criteria for the positions may send their detailed CV along with all educational and other related documents & three recent photographs to the <i>Director - Human Resources Department, State Bank of Pakistan, 10th floor, Main Building, I.I. Chundrigar Road, Karachi-74000, latest by April 08, 2014.</i> Please clearly mark the envelope with the position applied for.			