



VACANCY ANNOUNCEMENT

Position: Media Technician, Belau National Museum
Opening Date: March 8, 2021
Closing Date: May 8, 2021
Salary: Depending on education, qualification and work experience

Position: Media Technician

This position entails technical aspect of the Media Section of the Museum. The person is responsible for maintaining the media collections, including photographs, slides, videos, films and record events in the community under the supervision of the Manager. Technical skills are needed to maintain thousands of images that the Museum has acquired over decades of work. The person would assume the position of acting manager during the manager's absence; therefore, he/she must be able to meet the public well.

The mission of the Belau National Museum, in the belief that 'no song, no act of creation can be properly understood apart from the culture in which it is found and of which it is a part,' it is the purpose of BNM to identify, contextualize and record Palau's past and present through exhibition, education and research for the people of Palau.

All employees are expected to support the corporation's vision, mission and statement of philosophy by exhibiting competence, collaboration, innovation, and respect, commitment to our community and accountability as well as to follow the guidelines of the Belau National Museum Governance Manual.

Specific Duties:

1. Serves as assistant photographer and videographer under the Manager's guidance as well as conducting in-house art work.
2. Assists the Manager in computer networking within the Museum.
3. Catalogs and manages all images and music archives collections; develops database for accessing in coordination with the Manager.
4. Records through photographic and video filming Palau's events as they occur for historical record keeping under the supervision of the Manager.
5. Assists in selecting photographs for the Ulekdubs Shop inventory.
6. Coordinates with other sections in planning and implementing art shows
7. Conducts community outreach programs with the Manager.
8. Conducts and maintains inventory of all media equipment to ensure longevity use under the Manager's supervision.
9. Maintain the upkeep of the Media Section by applying proactive measures.
10. Performs other duties as assigned.

Qualification:

Must be at least a college educated in the field of media and communication or fine arts or liberal arts. Be able to express himself/herself adequately and with confidence, both verbally and in writing in Palauan and in English. Have strong knowledge and skills in computer work related to various media application.

Please submit your curriculum vitae to:

Olympia E. Morei-Remengesau
Director
Belau National Museum
P.O. Box 666
Koror, Palau 96940