Vacancies – Nabu Museum

Nabu Bay hosts corporate events, conferences, retreats, weddings, concerts, exhibitions, workshops, and cultural experiences throughout the year.

Location: El Heri, Lebanon

1- **Museum Guide & Outreach Coordinator**

Major: degree in Mass Media and Communication, Tourism and Hospitality Management, or any related field

Experience: fresh graduates are accepted. Experience in museums, education, tourism, hospitality, public relations, or outreach is an advantage.

Major Responsibilities:

- Welcome visitors and provide professional guided tours of the Museum and its exhibitions.
- Learn and clearly communicate the history, context, and key messages of each exhibition and selected works.
- Adapt tours according to the audience, including children, students, academics, professionals, international visitors, and private groups.
- Respond to visitors' questions and ensure a welcoming and informative experience.
- Maintain regular contact with schools, universities, syndicates, associations, cultural organizations, companies, embassies, tour operators, and other relevant groups.
- Inform existing and potential visitors about current and upcoming exhibitions, talks, events, performances, educational programs, and special activities.
- Develop and maintain an organized database of institutional contacts and visitor groups.
- Follow up contacts by telephone, WhatsApp, and email to encourage visits and group bookings.
- Coordinate school, university, association, and group visits with the Museum team.
- Assist in preparing invitations, announcements, visitor information, and outreach material.
- Maintain records of visits, inquiries, contacts, and follow-ups.
- Gather visitor feedback and communicate relevant comments to management.
- Support openings, lectures, cultural events, private visits, and other Museum activities when required.

2- **Digital Archive & Image Processing Assistant**

Major: degree in Mass Media and Communication, Computer Graphics and Interactive Media, Marketing, or any related field

Experience: 0-2 years of experience with archives, libraries, museums, photography, graphic design, or digitization is preferred.

Major Responsibilities:

- Produce high-quality digital files using appropriate scanning settings and resolution.

- Use Adobe Photoshop or similar professional software to crop, straighten, clean, adjust, and prepare images when required, without altering the integrity of the original material.
- Name and classify all digital files according to the Museum's approved cataloguing system.
- Enter and verify basic metadata, including title, date, subject, source, reference number, collection, photographer/creator, and other available information.
- Link scanned files with their corresponding physical archive or catalogue reference.
- Identify duplicate, missing, incomplete, or incorrectly named files and report them.
- Maintain master files and working copies in the appropriate formats.
- Ensure that files are backed up and stored only on Museum-approved systems.
- Maintain strict confidentiality regarding unpublished photographs, archives, collections, research, and Museum information.
- Handle original photographs, books, documents, and archival material carefully and according to Museum procedures.
- Assist with preparing images and archival material for exhibitions, publications, research, websites, and presentations when authorized.
- Maintain a daily or weekly record of materials scanned and processed.
- Never remove, photograph, copy, transmit, or retain Museum material without authorization.

Additional Requirements:

- Good working knowledge of Adobe Photoshop.
- Excellent computer and file-management skills.
- Understanding of image resolution, file formats, metadata, and digital preservation is an advantage.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802