

MUSEUM MACAN

Education and Community Officer Job Description

The Museum of Modern and Contemporary Art in Nusantara (Museum MACAN) is Indonesia's first museum of modern and contemporary art which opened to the public in November 2017.

The Museum is looking for a dynamic individual to join the Education and Public Programs team as an Education and Community Officer, reporting to the Curator of Education and Public Programs.

The Education and Community Officer supports the museum's learning experiences and outreach programs to diverse communities. As part of a small team, the officer will work collaboratively with colleagues on museum-wide initiatives, providing expertise to make the museum friendly, accessible and inclusive for these audiences.

Education is one of the foundational values of the museum, and this position is responsible for developing learning content for school children and young people, and interpretation materials across communities. The position will assist, operate and sometimes lead classes and programs for students and teachers in both online and onsite programs.

Critical to your success in this role will be a passion for arts education, excellent organization, communication skills, self initiative and drive. You have a good understanding of school stakeholders and their needs, and a deep commitment to arts education. You also work well in small team environments, you are a problem solver, with excellent spoken and written communication skills. The position assists in the delivery of programs, but has opportunities for the position to contribute to the education outreach planning processes.

A keen interest in arts education; the skills to interact with school and education stakeholders as well as an interest and ability to navigate digital and online learning environments will be necessary to be successful in this role.

Responsibilities:

Education and Public Programs Content Development

- Work in the Education and Public Programs Team to conduct research, contribute content and ideas for program development.
- Lead the content development for Education Resources and Children's Public Programs, which includes: Education Resource Kit, Museum Guide for Children, Children's Workshops, Storytelling Sessions, and Children's Tour.
- Support the School Relations Officer to develop Education engagements, which includes: Educators Forum, Educators' Walkthrough.

Education Outreach & Sponsored School Visits

- Support the School Relations Officer to organize visit schedules and prepare visit projections.
- Support the School Relations Officer to map potential education & community institution partners for outreach programs.
- Assist in preparing presentation materials for Outreach/Visit programs (as required).
- Represent the museum as host or speaker, during school outreach and visit programs.
- Lead tour sessions for education stakeholders (as required).
- Assist in compiling, organizing, and managing data of outreach and visit programs.

MUSEUM MACAN

- Write and present the education monthly report to be delivered to internal stakeholders.

Museum Guide for Children

- Draft content in Bahasa Indonesia and English.
- Liaise working process with the assigned illustrator.
- Lead interdepartmental working process with the Design Department.

Education Resource Kit

- Liaise with educators participating as contributors and Teacher Review Committee.
- Assist with the FGD session with educators.
- Assist in drafting and compiling content into one working document.
- Liaise with the Curatorial/Exhibition Department to check artwork and copyright clearance.
- Lead interdepartmental working process with the Design Department.

Children Art Space

- Contribute to the research process for the Children's Art Space.
- Assist with coordination of maintenance schedule and procedure, working with Visitation & Facilities, Exhibition.
- Assist with writing and collating data for program report.

Community Outreach

- Initiate relationships with a range of communities, from visual arts and creative sectors to academic institutions and specialists from other fields and partners.
- Initiate accessibility programs for special need communities.

Qualifications:

Education & Experience

- Bachelor or diploma in visual art, education, multimedia, communications or social/cultural studies.
- Fresh graduates are welcome, with at least 1-year experience in organization, volunteering, contribution in museum/gallery/schools. Experience in teaching and working with children is highly preferred.
- Ability to work at night and on weekends, as needed, to conduct events.

Behavioral Competencies

- Open-minded, positive, creative, respect diversity.
- A team player.
- Solution-oriented and empathetic approach into problem-solving.
- Flexibility and adaptability in a dynamic, event-driven and sometimes fast-paced environment.
- Resilient and resourceful, possessing the ability to manage stress in challenging situations and help resolve issues on-site/online in a timely manner.
- Highly organized and self-motivated.
- Budget conscious.
- Native/Full professional proficiency in writing and speaking Bahasa Indonesia.
- Professional working proficiency in writing and speaking English.
- Commitment to the highest ethical standards and ability to work effectively and discreetly.