

MUSEUM MACAN

Operational Assistant

Job Description

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

The position reports to **Visitation & Facilities Manager**.

Key Responsibilities :

Supporting Visitation and Facilities Manager

- Assist the Visitation and Facilities Manager in managing all the needs of the Visitation and Facilities Department.

Operational

- Ensuring all Museum Operational needs are ready and feasible to operate (Pre- and Post-MUSEUM Operational hours).
- Ensure that all administrative processes in the Visitation and Facilities department run well as needed.
- Ensuring that all Man Power (VSO / Security / Museum Assistant / Cleaning) is fulfilled and runs properly according to operational needs.
- Ensuring all Museum activities / Operational activities (loading / unloading art work , events, civil, MEP, fitout, ticket sales, safety artwork, security, hygiene and cleaning) run well according to procedures and needs

Briefing and Evaluation

- Conducting briefings and evaluations to the entire operational team (VSO / Security / Museum Assistant / Cleaning), conveying information, giving direction, and handling operational constraints every day.

Coordination

- Coordinate with building management related to licensing, constraints, and all operational needs that cover the building area.

Managing Property

- Managing property museum assets (standing signage, standing barrier,, handy talky, lighting, APAR, etc.), ensuring that all conditions are good and proper to use.
- Supervise all areas including manpower, work safety, cleanliness, security, and the feasibility, of the museum's area / facilities).

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Requirements :

Education & Experience

- Bachelor's Degree
- Required language(s): English, Bahasa Indonesia
- At least 1 year of working experience in the related field is required for this position
- Specialized in Customer Service, Hospitality
- Good sense of direction and communication

Behavioral Competencies

- Flexibility and willingness to work outside office hours
- Ability to work well independently and as part of a larger team
- Excellent interpersonal skills
- Exceptional organizational skills
- Proactive and responsive
- Deadline-driven