

MUSEUM MACAN

Design Manager Job Description

The Museum of Modern and Contemporary Art in Nusantara (Museum MACAN) is Indonesia's first museum dedicated to modern and contemporary art. Established in 2017, we are also the first and only museum in Indonesia with a membership program—one of the few in Southeast Asia.

The Design Manager will reports directly to the Director or equivalent and manage small number of reports within the Design department

Responsibilities :

- The Design Manager represents the Design department within key strategic meetings. They oversee the all aspects of design outputs related to the museum's activities and communications.
- Graphic design briefs, standards, procurement and contract coordination – implement and maintain project management and graphic design standards, oversee graphics procurement plans and practices across department, and, where required, coordinate the work of others to design and produce graphics for the museum.
- Provide leadership and support for the department to manage competing priorities, including maintaining and improving project management processes and tools used for end-to-end process of the museums design development and delivery
- Provide creative direction and graphic design solutions and coordination for all museum outputs – including branding applications, exhibition collateral, social media, video outputs, advertising, marketing and special projects as they arise.
- Manage a small team of inhouse designers and external contractors, ensuring all projects and outputs conform to the museum brand guidelines, are delivered on time and within allocated budgets
- Provide input and advice to project management processes
- Lead collaborative design practices and conversations across internal and external stakeholders to ensure effective translation between content, brand/visual identity, design applications, and audience. This includes participation in cross-department teams for the delivery of complex exhibition, education or communications projects. As well as other projects as directed. Key internal relationships include: Media and Communications Department, Shop Teams, Exhibition Design Department, as well as the Program teams.
- Ensure effective internal department project management. By implementing and supervising workflows, and ensuring clear and consistent communications with other departments across the museum
- Oversee project budgets and timelines, manage costings, procurement practices including adherence to procurement guidelines and budgets, general supplier management, and documentation.
- Assist in the development of partnerships with external stakeholders as required
- Maintain a professional level of knowledge and expertise in graphic design, print and emerging technologies.
- Oversee the archiving of all original design associated with the museum
- Foster a positive work environment, providing direction, accountability, and advice to junior design staff.

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Develop Design Strategies

- Develop design strategies, working within existing budget and resource capacity, and working within existing design guidelines and style guides.
- Implement design strategies, delegating workloads to designers, and managing timelines and workflows.
- Contribute design and production expertise to cross-department teams, providing input and advice as required for the museum's diverse exhibition and communication outputs.
- Develop and implement templates for recurring museum programs, ensuring cohesiveness across the museum's identity.

Manage Design Team

- Manage a small team of internal designers, and external suppliers.
- Provide critical feedback, and ensure projects are delivered on time and within budget resourcing.
- Work with other departments to write or clarify design briefs and ensure that the design team's work creatively responds to project and exhibition briefs. Maintain the museum's brand in all outputs.
- Ensure that internal targets and KPIs are met
- Nurture younger staff and provide leadership for staff development.

Present Design Ideas

- Present proposals and designs for feedback and approval.
- Ensuring that proposals are feasible and can be accomplished within finite resourcing.

Evaluates Design Performance

- Regularly review process and workflow, to ensure efficient processes,
- Regularly review design outputs to ensure consistency and compliance with museum branding

Qualification :

Education & Experience

- Bachelor's Degree in Design
- Minimum of 3 years experiences as Design Manager
- Have interest in art and culture
- Adept in using Adobe Creative Suite and Macintosh OS.
- Understand editorial design, motion graphics and photo editing.
- Work well in a team and individually.
- Willing to work outside of operational hours if needed.
- Able to work under pressure and tight deadline.
- Open minded and accepts constructive criticism.
- Able to interpret briefs and come up with solutions.

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- Have experience in developing an exhibition/have played a role in the exhibition-making process

Behavioral Competencies

- Design and Artistic innovation – design managers introduce artistic innovation into every project they manage, thinking of new ways to create unique designs that have meaningful impacts on customers
- Conflict management – since they manage a team of multiple designers, design managers should be able to manage and resolve conflict between individual team members and between different teams
- Negotiation skills – working with other teams to implement changes to a product's design, design managers influence others, leading them to understand why certain design aspects matter more than others
- Resource and contract management skills, coordinating graphic design work
- Leadership – design managers are good leaders able to deliver clear feedback to their team members
- Deadline management – design managers ensure strict team and project deadlines are met
- Willingness to attend and participate in the Museum's strategic meetings and provide constructive insights.
- Have an interest and be able to adapt quickly to new technological developments that are useful in museum development in the web 3.0 era.

Key Relationship

- Reports directly to the Director or equivalent.
- Manages a small number of designers within the department
- Participates in cross-functional/department teams, with close working relationships established with the Media and Communications Department, Shop Teams, Exhibition Design Department, as well as the Program teams

Key Challenges

- Managing and coordinating in a team environment, with multiple internal stakeholders, under strict deadlines with potentially competing priorities, whilst delivering design outcomes for individually assigned projects.
- Maintaining brand consistency and consistency of processes, tools and compliance including quality control
- Managing feedback in a fast-paced environment.
- Planning and controlling multiple outputs, for multiple simultaneous projects.