

MUSEUM MACAN

Education and Public Programs 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 Education and Public Programs Manager will reports directly to the Director or equivalent and manage small number of reports within the Education and Public Programs department

Responsibilities :

Public Programs

- Develop and implement an annual calendar of events, including general coordination, budget preparation, identifying staffing needs and providing staff/volunteer oversight, and logistics.
- Lead and manage ideation process for public programs, working across the Museum's departments to deliver a leading program which is relevant and responsive to current social and cultural issues, and which aligns with Museum programs and strategic directions.
- Prepare and deliver presentations to diverse stakeholders and audiences as well as conduct tours of exhibitions in English and/or Bahasa Indonesia where needed.
- Identify and develop partnerships with peer institutions, community-based organizations, and other organizations that support and enhance the mission and message of Museum MACAN.
- Manage internal (inter-department) communications to ensure smooth implementation and wide appreciation of programs and events.
- Write and present regular reports on activities to be delivered to Director and other stakeholders.

Education Programs

- Develop curriculum and age appropriate educational materials.
- Lead and manage ideation process for all education programs working with the Curatorial department where necessary to deliver relevant materials and programs.
- Prepare and deliver presentations to diverse stakeholders in English and/or Bahasa Indonesia where needed.
- Identify and develop partnerships with peer institutions, community-based organizations, and other organizations that support and enhance the mission and message of Museum MACAN Seek and manage support from potential partners and sponsors.
- Maintain networks to ensure up-to-date understanding of the arts education context in Indonesia, and to connect and lead relationship with policy makers, public figures, government and other stakeholders.
- Contribute to the development of a road map for education programs to realize organization's mission and vision.
- Train staff or team members in organization as required.

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- Write and present regular reports on activities to be delivered to Director and other stakeholders.

School Visit

- Oversee the School Visits program to ensure annual KPIs are met.
- Develop concept and evaluation system for school visit.

Outreach

- Promote and maintain institutional partnerships through networking, developing shared programming opportunities, and maintaining regular communications, across education and public program portfolios.
- Develop and maintain meaningful relationships with area schools, and community organizations.
- Review and monitor outreach programs.
- Lead outreach for high level stakeholders to assist in the development of partnerships that support and enhance the mission and message of Museum MACAN.

Education Program Materials /Museum Guide for Children/ Education Resource Kits

- Education program materials /Museum Guide for Children/ Education Resource Kits.

Children Art Space

- Lead concept, manage content and artist, working with the Curatorial and Exhibitions Department to ensure the successful delivery of Children's Art Space Commissions.

Planning and Reporting

- Ensure education and public programs are high quality, engaging and relevant for Indonesian and international audiences.
- Maintain a high quality program with strategic and efficient budget to ensure sustainability of programs and organization.
- Participates in the evaluation of Education Programs and audience development activities.
- Manage KPIs across the department and ensure timely delivery of reports to management.

Managing the Department

- Manages staff and volunteers assigned to the Department.
- Assist with interviews and selects staff and volunteers; plans, schedules and assigns work to staff and volunteers; establish priorities as required.
- Prepare and justify annual budget requests for the Education Department and monitors expenditures.
- Identify potential institutional partners or funding sources for education programs, works with other departments including the Development team to produce program-specific requests for funding.
- Maintain technical knowledge on the Indonesian education environment, schools and programs.
- Record keeping and database management.

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- Other duties as assigned.

Qualification :

Education & Experience

- Bachelor's in visual art, visual art education, arts management or related programs
- At least 5 years' experience working in visual art management, education and/or cultural programs
- Have experience working in local, national and international art or cultural scenes/environment
- Academic or teaching experience is a plus
- Excellent communication skills, both verbal and written in both Bahasa Indonesia and English.

Behavioral Competencies

- Strong organization and project management skills.
- Possess creative and critical thinking with a broad knowledge of the arts and education field.
- High level problem solving skills.
- Teamwork & Cooperation – ability to work cooperatively within the Education team and across the organization to achieve goals
- Results Orientation – concern for surpassing a standard of excellence
- Service Orientation – focusing one's efforts on discovering and meeting the needs of others
- Engaging External Partners – identify and involve external stakeholders, including community groups, and other education institutions in order to foster long term partnerships
- Partner with Stakeholders – desire to work co-operatively with all stakeholders to meet mutual goals
- Commitment to the highest ethical standards and ability to work effectively, diplomatically and discreetly.
- Openminded, mindful, empathic and respect diversity.
- Excellent leadership and nurturing skill.
- Highly resourceful and entrepreneurial.
- Extremely resilient to work under pressure with tight deadlines.
- Excellent public speaking and presentation skill.
- Self-driven and has great teamwork skill.
- Appreciative and constructive, respect progress and growth.
- Focus oriented and holistic thinking.
- Future forward thinker and visionary.
- Familiarity with sourcing and vendor management.
- Interest in market dynamics along with business sense.
- A knack for negotiation and networking.
- Working experience of vendor management software.
- Ability to gather and analyses data and to work with figures.
- Solid judgement along with decision making skills.
- Strong leadership capabilities.