

**Museum MACAN**  
**Education and Public Programs Coordinator**  
**Job Description**

Reporting Relationships : Reports directly to the Education and Public Programs Coordinator or equivalent on all matters related to Education and public program

**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 an Education and Public Programs Coordinator to join the dynamic education and public programs team. The Education and Public Programs Coordinator is a coordinator level position, reporting to the Curator of Education and Public Programs, with core responsibilities to coordinate the delivery of programs by the Education and Public Programs team, working effectively with the **Curator of Education, Public Programs and Digital Events Producer** and the **School Relations Officer** roles. The activities of the department are increasingly hybrid, with engagement both in person and online, and the coordinator will need to have flexible skills and be collaborative to assist the department secure its program KPIs.

Education is one of the foundational values of the museum, and this position will support the department to deliver meaningful programs to a wide range of general and specialist audiences. They will lead projects and classes for children and adults that are educational and enjoyable, both on and off site.

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.

<i>Key Responsibilities</i>	<i>Details</i>
<b><u>Public Programs</u></b>	<ul style="list-style-type: none"> <li>• Coordinate public programs, content, operational and administration</li> <li>• Manage contract and correspondence with speakers, partners and other stakeholders</li> <li>• Liaise with the Communications and Design team, Finance and Purchasing Department, as well as internally within the Department to ensure programs are delivered and KPIs are met</li> <li>• Manage relationship with Education and Public Program’s sponsors and partners</li> <li>• Lead events and discussions as required</li> <li>• Write and present regular reports on activities to be delivered to internal and external stakeholders</li> </ul>
<b><u>Education programs</u></b>	<ul style="list-style-type: none"> <li>• Assist in the development of curriculum and age-appropriate educational materials</li> <li>• Support ideation process for all education programs working with Curatorial department and interna stakeholders to deliver relevant materials and programs</li> <li>• Coordinate content and operational, working with the School Relations team to deliver programs and to meet KPIs</li> <li>• Lead events and discussions as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Write and present regular reports on activities to be delivered to internal and external stakeholders</li> <li>• Manage relationship with sponsors and partners</li> </ul>
<b><u>School /community Visit</u></b>	<ul style="list-style-type: none"> <li>• Assist school visits when necessary</li> <li>• Lead community tour visits</li> <li>• Coordinate visit schedule working with The School Relations Officer</li> <li>• Support the department to ensure that the department is meeting its annual KPIs and targets</li> </ul>
<b><u>Outreach</u></b>	<ul style="list-style-type: none"> <li>• Lead and conduct community outreach where required working with The School Relations Officer</li> <li>• Support the department to maintain and promote partnerships and department networks</li> </ul>
<b><u>Museum Guide for Children</u></b>	<ul style="list-style-type: none"> <li>• Coordinate, contribute content, co-review</li> <li>• Lead mock- up process and liaise with design team</li> <li>• Coordinate distribution and reporting</li> </ul>
<b><u>Education Resource Kit</u></b>	<ul style="list-style-type: none"> <li>• Coordinate, compile content</li> <li>• Manage English and Bahasa Indonesia editing</li> <li>• Liaise with Comms and design department</li> </ul>
<b><u>Children Art Space</u></b>	<ul style="list-style-type: none"> <li>• Coordinate itinerary and schedule for artists and supporting stakeholders</li> <li>• Liaise with Communications and Design team, Finance, Exhibition and Purchasing Department</li> <li>• Contribute content, English edit</li> <li>• Coordinate activity and reporting</li> <li>• Develop instruction and drafting SOP</li> <li>• Manage logistic and supply for activities</li> </ul>

<b>Qualification</b>	<b>Details</b>
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<b><u>Education &amp; Experience</u></b>	<ul style="list-style-type: none"> <li>• Bachelor's in visual art, art management, education or other art and cultural sector, master's degree in art or art management is highly preferred</li> <li>• 3 years' experience in visual art, education or another art/cultural field, preferably in arts/program management</li> </ul>
<b><u>Behavioral Competencies</u></b>	<ul style="list-style-type: none"> <li>• Coordination skills, ability to implement the programs and targets set by others</li> <li>• Team player</li> <li>• Open communicator</li> <li>• Open minded and respect diversity</li> <li>• Mindful and empathic</li> <li>• Creative, resourceful and efficient</li> <li>• Attention to detail, and focus on target</li> <li>• Good leadership and teamwork orientation but able to work independently</li> <li>• Having great flexibility, adaptability, and ability to adapt and adjust in a dynamically moving event-driven environment.</li> <li>• Highly resilient, must have the ability to remain calm in stressful situations and pressure</li> <li>• Excellent skill in writing and speaking in both Bahasa Indonesia and English</li> <li>• Good skill in public speaking and presentation</li> </ul>