

Exhibition Assistant Manager

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 **Exhibition Assistant Manager**. The position will report to the Head of Exhibitions Department and the Director.

Responsibilities:

- To assist in overseeing entire exhibition process from the initial planning process to artwork installation and dismantling.
- Involved in organizing and preparing logistics and technical implementation of an exhibition/program.
- Working with the artist and artist's studio to ensure preparations of each artwork meet the artist's requirement and specification.
- Working with artwork installation teams to ensure production of the design and artwork installation process meet the artist's requirement and specifications.
- Involved in the financial reporting and administrations of exhibitions/program.
- Inter-department coordination: working together with other departments to ensure successful exhibitions/programs.
- Working in cooperation with artists and other institutions in organizing exhibitions/programs.
- Scheduling details of an exhibition process.
- Managing daily operations of the exhibitions.
- Participate in administration of Exhibition and Program planning.
- Execute approved strategies and plans that will result in goal attainment.

Qualification includes:

- At least a Diploma or Bachelor's Degree in Art/Design/Creative Multimedia or its equivalent.
- At least 3 years of working experience in a related field.
- Previous experience as a Supervisor/Coordinator specializing in Arts/Creative or its equivalent is preferable. 3 Years of experience in designing and producing exhibitions for galleries, museums, or other art institutions
- Knowledge of and an active interest in visual arts is essential.
- A strong personal network of visual artists, art professionals, and other art institutions.
- Excellent skills in Microsoft Office (Word, Power Point, Excel).
- Have aesthetic appeal in communicating the Museum's message, concept and image to visitors.
- Fluency in English and Bahasa Indonesia, verbal and written.
- Well organized, with attention to Details.

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- Internet savvy.
- Excellent communication skills: In-person meetings, E-mail & Phone calls.
- The ability to work independently, as well as part of a team, collaborative environment is essential.
- Emotional maturity.
- Focus, discipline, and having a sense of responsibility towards the project at hand.