

Public Programs and Digital Content Producer
Job Description
May 2023

Introduction

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 dynamic individual to join the Education and Public Programs team as a **Public Programs and Digital Content Producer**.

The **Public Programs and Digital Content Producer** supports the delivery of high-quality programs for both in person and digital environments, across the museum.

The role supports the Education and Public Programs Team in the development of programs, events and learning content for a diverse audience – ranging from the curious yet unfamiliar with art to art-engaged specialists and academic, children and family audiences are particularly important group.

The Public Programs and Digital Content Producer is the primary coordinator for the delivery of public events, including in-person and online lectures and panel discussions, workshops, education forums, and responsible for overseeing the production of digital programs, including webinars, livestreaming, audio and video content.

As well as managing program timelines and overseeing the delivery of events from across the museum and across media and platforms, the position coordinates the production of digital learning content, event documentation and collecting engagement data for reporting purpose.

As a central liaison between the Education and Public Programs department and colleagues across the institution, the role requires exceptional project management and communication skills.

DUTIES AND RESPONSIBILITIES

<p><u>Education and Public Programs Content development</u></p>	<ul style="list-style-type: none"> • Work in the Education and Public Programs Team to contribute content and ideas for program development. • Produce technical brief for learning content production (storyboard, mood board reference, equipment requirements, project timeline). • Assist with research for audio and video content. • Assist with administrative and logistical responsibilities. • Advise and liaise with accessibility support (e.g. interpreters). • Ability to manage multiple projects simultaneously, diverse in scale and format. • Manage digital accounts and subscription model for online platforms, including (but not limited to) ZOOM, Google Drive, Canva, SurveyMonkey, etc. • Manage inventory of equipment and assets. • Implement evaluation methods into program planning where required and produce reports from resulting data.
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	<ul style="list-style-type: none"> • Provide guidance and expertise on technical operations for digital and hybrid events for colleagues across the organization.
<u>Event coordination and delivery</u>	<ul style="list-style-type: none"> • Oversee the production of audio recording and video shoots for Education and Public Programs content. • Liaise with Communications, Design, Exhibition, Visitation & Facilities Departments for technical operations. • Operate and provide technical support for on-site and digital/hybrid programs. • Working with internal team from across all departments to support technical, logistic requirements and deliver events on all scales, including in-person and digital/hybrid programs for all public facing events developed across the organization. • Lead and coordinate with external vendor and support as required (e.g. sound engineers, interpreter, etc.) • Lead and coordinate documentation process of Education and Public Program events. • Manage conflicts and/or technical glitches during events in timely manner. • Supervise intern staff (as required).
<u>Post Event coordination</u>	<ul style="list-style-type: none"> • Compile, organize, and manage the uploading of audio, video, and other digital content as well as post-event assets for the museum's digital platforms (i.e. website, YouTube and Spotify), in coordination with Communications Department. • Compile, organize and manage event documentations for archive and reporting purposes. • Conduct engagement/evaluation survey for public programs participants and stakeholders. • Produce quarterly report for audience engagement report. • Ensure accessibility and usability of all assets, conforming to Museum's standard and institutional voice. • Manage public programs report.
<u>Education Department programs</u>	<ul style="list-style-type: none"> • Oversee the technical and logistic requirements of Educators' Forum and gathering (onsite, digital/hybrid). • Contribute to content and research process for resource development. • Assist in tutoring workshops (as required). • Assist in school outreach and visits (as required). • Assist with engagement survey and reporting.
<u>Community Outreach</u>	<ul style="list-style-type: none"> • Initiate and build relationships with a range of communities, from visual arts and creative sectors to academic institutions and specialists from other fields and partners.

Qualification**Details**

<u>Education & Experience</u>	<ul style="list-style-type: none">• Bachelor or diploma in visual art, education, management, multimedia, communications or social/cultural studies.• Fresh graduates are welcome, with at least 1-year experience in organization, volunteering, contribution for event management and other social activities.• Experience in basic video producing and editing.• Excellent skills in technical operational and savvy in technology.• Ability to work at night and on weekends, as needed, to conduct events.
<u>Behavioral Competencies</u>	<ul style="list-style-type: none">• Open-minded, positive, creative, respect diversity.• A team player.• Solution-oriented and empathetic approach into problem-solving.• Flexibility and adaptability in a dynamic, event-driven and sometimes fast-paced environment.• Resilient and resourceful, possessing the ability to manage stress in challenging situations and help resolve issues on-site/online in a timely manner.• Highly organized and self-motivated• Budget conscious.• Native/Full professional proficiency in writing and speaking Bahasa Indonesia.• Professional working proficiency in writing and speaking English.• Commitment to the highest ethical standards and ability to work effectively and discreetly.