

## **Terms of Reference (ToR)** **UX Designer – Collections Access**

### **Background**

Established in 2016, [Southeast Asia Museum Services \(SEAMS\)](#) has extensive experience delivering a range of creative and innovative projects for clients in the cultural sector. Currently, SEAMS is delivering the Indonesian Museums Documentation Project (2025-2026) supported by the U.S. Ambassadors Fund for Cultural Preservation (AFCP). This project involves the development and implementation of documentation systems across 12 museums in Jakarta.

### **Key Responsibilities**

SEAMS is seeking a **UX Designer** to lead the research, design, and prototype user-centered interfaces for a Collections Management System (CMS) and a public-facing search platform. This role ensures that both staff and public users have intuitive, accessible, and meaningful interactions with the digital collections. Working in close coordination with the Software Developer, the UX Designer – Collections Access will be responsible for the following:

- Conduct research on UX elements in leading CMS and public access platforms (e.g. Google Arts & Culture, Smithsonian, Rijksmuseum, etc.)
- Design intuitive, inclusive, and user-centered interfaces for both the Collections Management System (staff-facing) and public-facing portal prototypes.
- Translate user and system requirements into user flows, wireframes, prototypes, and detailed design specs.
- Collaborate closely with the Software Developer to ensure seamless and functional design implementation for the CMS and search prototypes.
- In collaboration with the Training, Standards, and Sustainability Coordinator, plan and facilitate focus group discussions (FGDs) and usability testing sessions with diverse user groups (students, teachers, researchers, general public). Translate the identified user needs and system requirements into wireframes, prototypes, and design specifications
- Work closely with museum staff to understand content structure, navigation needs, and digital interpretation goals
- Contribute to the overall user journey design for both internal (staff) and external (public) users
- Collaborate closely with the Software Developer to ensure accurate and functional implementation of UX design in the prototypes.
- Co-develop the UX components of the technical Terms of Reference (ToR) for future system procurement, including accessibility, usability, and design standards
- Deliver a complete design documentation package including annotated mockups, user journey maps, and interface assets

### **Deliverables**

- **Comparative research report** summarizing UX elements and best practices from leading Collections Management Systems and public access platforms (e.g., Google Arts & Culture, Smithsonian, Rijksmuseum), with recommendations for application in the project.
- **UX design package** for both the staff-facing Collections Management System (CMS) prototype and the public-facing portal prototype, including:
  - User flows, wireframes, prototypes, and detailed design specifications
  - Navigation structures and content layout plans based on museum staff consultations
  - Accessibility and inclusivity considerations embedded in the design
- **Focus Group Discussion (FGD) and Usability Testing report** documenting session planning, participant profiles, feedback findings, and design adjustments made as a result.

- **Annotated mockups and interface assets** ready for integration by the Software Developer, ensuring seamless and functional design implementation.
- **User journey maps** for both internal (staff) and external (public) users, covering all key touchpoints and interactions.
- **Contribution to the technical ToR** for future system procurement, specifically covering UX, accessibility, usability, and design standards.
- **Final design documentation package** containing all research, annotated mockups, prototypes, user journeys, FGD/Testing reports, and interface asset files in agreed formats.

#### **Duration and Working Conditions**

- Full-time position (5 days per week)
- Period: 6 months, with the possibility of extension
- Working arrangement: Remote, with optional in-person meetings in Jakarta/Yogyakarta.

#### **Remuneration**

- The UX Designer will receive a competitive fixed monthly remuneration inclusive of all applicable taxes and BPJS.

#### **Required Skills and Experience**

- Experience working on cultural projects for UX design
- Demonstrated interest/experience in museums/galleries/cultural collections
- Enjoys working collaboratively as part of a team to complete shared goals, while being able to contribute and manage workload independently.

#### **Application**

- Please email your CV and a one page cover letter to [admin@seams.id](mailto:admin@seams.id) by **Thursday the 28<sup>th</sup> of August 2025**. Kindly include the role name '**UX Designer**' in the email subject heading.