

Terms of Reference (ToR) Collections Data Specialist

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 **Collections Data Specialist** to lead the preparation, clean-up, standardization, and migration of legacy museum catalogue data from 12 museums in DKI Jakarta into a new standardized format. This role ensures data integrity, consistency, and interoperability across all partner museums.

The **Collections Data Specialist** will be responsible for the following:

- Identify and map existing collections data (excel catalogues, inventories, databases, studies, images etc) from the 12 partner museums in Jakarta.
- Clean, standardize, and reconcile existing collections data and transfer the data into the new standardized cataloguing format adopted by the project
- Complete quality control on the data and check for accuracy, completeness, and interoperability
- Apply consistent terminology, controlled vocabularies, and proper spelling to the data set (English and Indonesian)
- Map previous digitisation projects and identify and save images. Organize, and link existing object images to their corresponding records. Assist with image file management and metadata standardization.
- Monitor data quality during and after migration to ensure consistency and completeness
- Collaborate with the cataloguing teams and subject experts to identify and resolve ambiguous or incomplete records.
- Participate in meetings related to collections data, metadata, and system implementation
- Contribute to the development of the collection management system

Deliverables

- **Collections Data Mapping Report** – Comprehensive mapping of existing collections data from 12 partner museums in Jakarta, including catalogues, inventories, databases, studies, and images.
- **Standardized Collections Dataset** – Cleaned, standardized, and reconciled dataset transferred into the new standardized cataloguing format adopted by the project.
- **Data Quality Control Report** – Documentation verifying the accuracy, completeness, and interoperability of the standardized dataset.
- **Controlled Vocabulary Application** – Dataset updated with consistent terminology, controlled vocabularies, and correct spelling in both English and Indonesian.
- **Digitisation Mapping & Image Linking** – Mapping of previous digitisation projects, identification and organization of images, and linking of images to corresponding object records.
- **Image File & Metadata Standards** – Organized image file archive with standardized file naming, metadata, and folder structures.
- **Data Migration Quality Monitoring Report** – Documentation of data quality checks during and after migration to the new system, ensuring consistency and completeness.

- **Ambiguity Resolution Log** – Record of actions taken to resolve ambiguous, incomplete, or conflicting records in collaboration with cataloguing teams and subject experts.
- **Meeting Participation & Contribution Notes** – Summary notes of input and contributions to meetings on collections data, metadata, and system implementation.
- **CMS Development Input Document** – Recommendations and input provided to inform the development and configuration of the Collection Management System.

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

Remuneration

- The Collections Data Specialist will receive a competitive fixed monthly remuneration inclusive of all applicable taxes and BPJS.

Required Skills and Experience

- Demonstrated knowledge of museum standards and ethics for Collections documentation and cataloguing
- Strong computer skills and knowledge, including Microsoft Excel, database management, digital imaging, and metadata management
- Knowledge of controlled vocabularies
- High attention to detail and organized in all tasks
- 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 by **Thursday the 28th of August 2025**. Kindly include the role name '**Collections Data Specialist**' in the email subject heading.