

Terms of Reference (ToR)

Digitisation Assistant

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

The **Digitisation Assistant** is responsible for helping the **Digitisation Coordinator** in capturing high-quality images of museum objects and managing digital files according to project guidelines. Working closely with the cataloguing team, they support the creation of a reliable and accessible digital record of Jakarta's museum collections.

The **Digitisation Assistant** will work under the supervision of the **Digitisation Coordinator** and contribute to the smooth execution of daily digitisation tasks. Responsibilities include:

- Assist in setting up and dismantling digitisation equipment, including cameras, lighting, tripods, and backgrounds.
- Handle and position objects carefully during the photography process, ensuring proper support and safety of museum items.
- Organize and label image files on the computer following agreed naming conventions and folder structures.
- Help ensure a clean, secure, and efficient working environment during digitisation sessions.
- Coordinate with the cataloging team to match image files with object records as needed.
- Help follow digitisation workflows for file storage, backup, and metadata management
- Work closely with cataloguers and museum staff to ensure proper object handling during the digitisation process
- Assist in setting up mobile digitisation labs at partner museums
- Participate in training sessions and regular team meetings

Deliverables

- Provide support to enable the successful digitisation of 100 collection objects per museum.
- Ensure all digital files are clearly labeled and properly stored in accordance with project protocols.
- Maintain daily readiness of equipment and workspace to meet digitisation targets.

Duration and Working Conditions

- Full-time position (5 days per week)
- Period: 6 months, with the possibility of extension
- Working arrangement: 4 days on-site (museums) / 1 day at the SEAMS project office (Museum Sejarah Jakarta).

Remuneration

- The **Digitisation Assistant** will receive a competitive fixed monthly remuneration inclusive of all applicable taxes and BPJS.

Required Skills and Experience

- Relevant experience in museum digitisation, photography, or visual documentation
- Familiarity with digitisation standards (Federal Agencies Digital Guidelines Initiative (FADGI))
- Basic experience with digital cameras, lighting setup, and photo documentation
- Ability to follow digitisation protocols and file naming conventions accurately.
- Good organizational skills for saving and sorting digital files in structured folders.
- High attention to detail, good time management, and ability to work under deadlines
- Effective communication and collaboration skills
- Enjoys working collaboratively as part of a team to complete shared goals, while being able to contribute and manage workload independence

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 '**Digitisation Assistant**' in the email subject heading.