

Terms of Reference (ToR) Digitisation Coordinator

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 Coordinator** is responsible for 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 Coordinator** will work in close coordination with the cataloguing teams to:

- Photograph collection items according to the digitisation standards and guidelines developed by the Digitisation Expert
- Set up and operate digitisation equipment (camera, lights, software, etc.) safely and efficiently
- Edit, save, and organize digital files in the correct formats and file structures
- Ensure that each image is correctly linked to catalogue entries and appropriately named/tagged
- 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
- Conduct quality control checks to ensure images meet the correct standards
- Assist in setting up mobile digitisation labs at partner museums
- Participate in training sessions and regular team meetings
- Manage the work of the Digitisation Assistant.

Deliverables

- High-quality, edited, and organized digital images of 100 collection objects per museum.
- Files saved according to agreed digitisation standards and file naming protocols.
- A well-maintained image archive, accessible and ready for integration into the museum database or online platforms.

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 Coordinator 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
- Proven experience with object photography and image editing software (e.g. CaptureOne, Adobe Photoshop)

- Familiarity with digitisation standards (Federal Agencies Digital Guidelines Initiative (FADGI))
- 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 Coordinator**' in the email subject heading.