

Terms of Reference (ToR) **Project 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 **Project Assistant** supports the Project Coordinator in the day-to-day implementation of project activities. This role helps with logistics, field coordination, team support, and maintaining records to ensure smooth project delivery across partner museums. The Project Assistant will work closely with the project coordinator and the digitisation team, with the following responsibilities:

- Support the Project Coordinator in the day-to-day implementation of project activities
- Assist in coordinating field visits and team logistics across museum sites
- Help monitor progress of cataloguing and digitisation tasks
- Track deliverables and help ensure quality control processes are followed
- Maintain documentation, schedules, and communication records
- Perform general administrative and coordination tasks to keep fieldwork running smoothly
- Work with the cataloging teams to catalogue objects using the project's standardised cataloguing form, with attention to object types, materials, production methods, provenance, and condition.
- Support with the research on the objects being cataloged.

Deliverables

- Coordinated project activities, logistics, and field visits across museum sites.
- Monitored and reported progress of cataloguing and digitisation tasks.
- Maintained clear documentation, schedules, and communication records.
- Catalogued objects with complete and accurate data following project standards.
- Compiled research notes to support object records.

Duration and Working Conditions

- Full-time position (5 days per week)
- Period: 6 months, with the possibility of extension
- Working arrangement: SEAMS Office at MSJ and site museum.

Remuneration

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

Required Skills and Experience

- Strong organizational and coordination skills.
- Ability to manage logistics and track multiple tasks.
- Good proactive communication and record-keeping abilities.
- 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 '**Project Assistant**' in the email subject heading.