

**Terms of Reference (ToR)
Cataloguer**

[Two positions]

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 **Cataloguers** support the documentation of museum collections by creating high-quality, accurate records using the project's standardised cataloguing system. They work closely with the digitisation team and subject experts to ensure rich and consistent object records across participating museums. The Cataloguers will play a key role in ensuring accurate, consistent, and comprehensive object documentation. Working in close coordination with the digitisation team and other museum staff, the Cataloguers will:

- Catalogue objects using the project's standardised cataloguing form, with attention to object types, materials, production methods, provenance, and condition
- Apply established cataloguing standards and controlled vocabularies to ensure data consistency
- Enhance catalogue records by conducting research on object history, significance, and local context (especially in relation to Jakarta)
- Verify object information through cross-referencing with publications, archives, existing records, and expert input
- Collaborate with curators and subject experts to improve object records
- Work closely with the digitisation team to coordinate documentation and ensure safe object handling
- Perform data cleaning and entry into the project's collections database, ensuring accuracy and completeness
- Participate in team meetings and provide feedback on the implementation of cataloguing standards and workflows.
- Assist with setting up digitisation equipment (cameras, lights, stands, etc.) at various museum sites
- Support safe and appropriate handling of objects during the digitisation process

Deliverables

- Fully catalogued records for 100 collection objects per museum, with digitisation carried out according to proper standards and compliant with file naming conventions.

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 **Cataloguer** will receive a competitive fixed monthly remuneration inclusive of all applicable taxes and BPJS.

Expected Experience and Skills

- Experience working with museum collections databases and data entry processes
- Ability to verify and cross-reference object information from various sources
- 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 '**Cataloguer**' in the email subject heading.