

I. INTRODUCTION

A. General Description of Lampung Museum

Lampung Museum is an institute that implements the efforts of protection and conservation about inheritance of national culture. Description of Museum based on International Council of Museum (ICOM) that was formulated in Copenhagen, Denmark on June 14th, 1974, said that “Museum is non-profit making, permanent institution in the service of society and of its development and open to the public, which conserves, communicates and exhibits for study education and enjoyment, material evidence of man and environment”.

1. History of Lampung Museum

The establishment of Lampung Museum began on June 13th, 1978 when Drs. Supangat, the Head of Archaeological Service and Historical Museum, Education and Culture Department, laid a corner stone on Teuku Umar Street 64 Gedong Meneng and today became Zainil Abidin Pagar Alam Street 64 Gedong Meneng Bandar Lampung. It was established on fiscal year 1978/1979. At the beginning, the Museum was only a Technical Organizer Unit of Culture General Directorate based on the Decree of Educational and Culture Minister No. 0754/0/1987. The Minister of education and Culture Prof. Dr. Fuad Hasan officially legalized Lampung Museum on September 24th, 1988. After all of the building and collections were complete, based on the Decree of Education and culture Minister No. 0233/0/1990 on April 1st, 1990, the

names was based on Lampung Tittle as “Sang Bumi Ruwai Jurai”. and it was decided by regulation of Lampung Museum Province No. 01/PERDA/DPRD/71-72 on September 3rd, 1971.

The meaning of Sang Bumi Ruwai Jurai is:

Sang Bumi : the glorious household or chamber

Ruwai Jurai : two elements of society who settled in Lampung.

They are :

- a. Genealogically, the Society of Lampung, consists of Lampung Pepadun with “O” dialect and Lampung Saibatin with “A” dialect.
- b. Sociologically, the Society of Lampung, consists of the indigenous people or native settlers.

2. Museum Organization

a. Main Duty and Function of Lampung Museum

Based on the Governor’s Decision No. 03/2001 on February 9th, 2001 the duties and the function of Lampung Museum are :

1) The Main Duty

UPTD Museum Negeri Lampung Province has duties to exhibit collection, implement maintenance service, observe and give educative cultural lesson about the purpose that natural and cultural value.

2). The Function of Lampung UPTD Museum

To carry out duty aforementioned, the UPTD Museum Negeri Lampung Province has some functions, as follows:

- a. Conduct collection maintenance, observe, exhibition of collection that has cultural and science value.
- b. Manage library and science documentation.
- c. Introduce and contribute result of collection experience.
- d. Conduct education guidance about the heritage, which have cultural and scientific value.
- e. Conduct administration affairs.

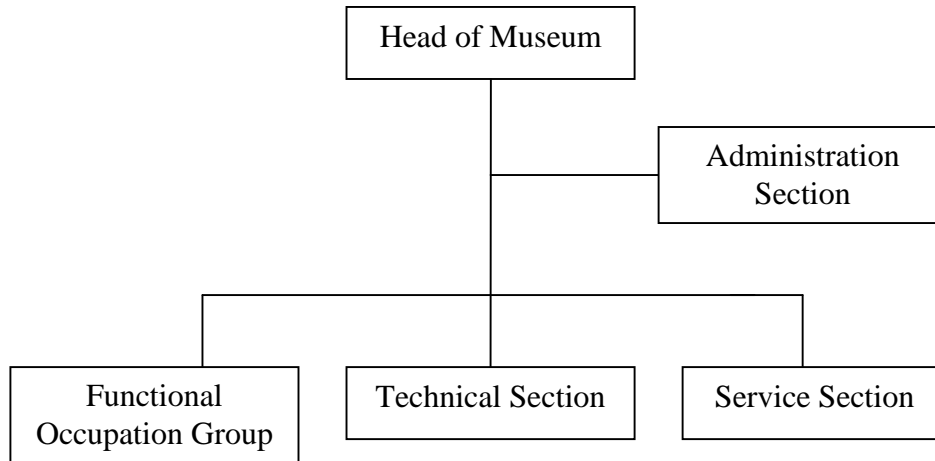
b. Organization Structure

To execute the duty, the Museum should be managed by organization structure of Lampung Museum as UPTD in culture sector, based on Governor's Decision No. 03/2001 on January 9th, 2001. The Organization Structure of Lampung Museum consists of:

- 1) Head of Museum
- 2) Administration Section
- 2) Technical Section
- 3) Service Section
- 4) Functional Occupation Group

Below is the Chart of Organization Structure of Lampung Museum:

Organization Structure Chart of Lampung Museum



c. Job Description of Lampung Museum

1) Head of Museum

The head of Lampung Museum has the duties to lead, manage and coordinate his main duty as UPTD Lampung Museum “Ruwai Jurai” (based on the Governor Policy decided by Minister of Education Department).

2) Administration Section

Administration section is responsible:

- a. To arrange annual programs and to prepare the arrangement of annual programs of Lampung Museum.
- b. To conduct the general administration and the household bussines.

household.

- c. To conduct the plans and accounts.
- d. To bring about evaluation and report.

3) Service Section

Service Section is responsible to assist the head of Lampung Museum in planning, organizing, and controlling all collection presentation activity. Cultural education guidance, and information all about Museum.

4) Technical Section

Technical Section is responsible to assist the head of Lampung Museum in planning, organizing, controlling, and reporting all collection management activities.

5) Functional Occupation Group

As the support group which works conditionally based on the program of each section. Their function is to help all section program. For example if Lampung Museum will arrange an event, they have job to help all staffs to manage an event. And daily activity of them are cleaning the room, cooking food, making drink, sending the letters, and preparing newspaper in the office.

d. Human Resources

The Head of Lampung Museum “Ruwa Jurai” is supported by the Head of Administration Sub Section, the Head of Service Section, the Head of Technical Section, Functional Section and Administrative Section to carry out maintenance of collection,

preparation, conservation and education group. Lampung Museum has 45 employees and each of them has specific job based on duties and rank as described on the charts below:

Table 1. Data of Human Resources Based on Duty

NO.	DUTY	NUMBER
1	Museum Foremen	1 person
2	Administration Chief	1 person
3	Technical Section Chief	1 person
4	Service Chief	1 person
5	Administration Staff	15 people
6	Technical Staff	6 people
7	Service Staff	7 people
8	Functional Group	11 people
	Total	43 people

Table 2. Data of Human Resources Based on Rank

NO.	RANK	NUMBER
1	Rank I	-
2	Rank II	16 people
3	Rank III	23 people
4	Rank IV	3 people
	Total	43 people

(For the clear information open appendix pages 48- 52)

e. Facilities

Lampung Museum “Ruwa Jurai” has many facilities to support all of their activities. It is built on 18.865 m² that are divided into 13 facilities as shown in the table below:

Table 4. Lampung Museum’s Facilities.

NO.	BUILDING	WIDTH/m ²
1	Administration Building	450
2	Permanent Exhibition Building	1500
3	Temporary Exhibition Building	400
4	Auditorium Building	684

5	Workshop Building	150
6	Laboratory	150
7	Fumigation Building	9
8	Storage Building	400
9	Mosque	36
10	Toilet	120
11	Security Office	9
12	Parking Area	4853
13	Garden	7440

3. Vision and Mission of Lampung Museum

As a government institution under education department. Lampung Museum has vision and mission as follows:

a. Vision

The vision of Lampung Museum is the realization of Museum in service, research, conservation and publication of the information of cultural preservation (BCB) to preserve the characteristic of “Sang Bumi Ruwa Jurai” society.

b. Mission

To increase professional human resources, manage the culturally preserved things based on Museology principle, and to optimize the publication, presentation and dissemination of culturally preserved thing to public.

C. Job Description of the Writer

The writer had carried out his field practice in Lampung Museum started from May 3 until June 30, 2011. There were two students who had their field practice in this venue. Before conducting his field practice activity, firstly, he

carried out observation and introduction in all sections. Secondly, he looked for information about duties and allocations, especially because the placement of the field practice members rolled into three sections. Based on the job distribution and schedule that had been made by the field supervisor, the writer's duties in the three sections in Lampung Museum are as follow:

1. Administration Section

The writer had 2 weeks in as an administration staff in Administration Section, the writer carried out field practice activity from 08.00 am until 12.00 pm. There were several activities that he should carry out, for example:

- a). Typing the schedule of museum staff activity.
- b). Making the attendance list of Lampung Museum staff.
- c). Receiving and checking the letters and entering them in the agenda.

2. Technical Section

From administration Section, the writer was moved to Technical Section.

In the technical section he had 2 weeks to learn more about main duties in technical section. He carried out field practice activity from 08.00 am until 12.00 pm. There were many duties he should attend such as translating collection books, he translated a text about collections together with his friend who also had duty in Technical section, he translated brochure and typed old data. Beside that, he also helped the staff of Lampung Museum to do registration of collection activity in exhibition building such as helping the staff to look for data and label of collections assigned then registered and described the collection.

3. Service section

The last activity that he carried during the field practice program in Lampung Museum was in technical section. In technical section he was given 3 weeks to help the technical staff in re-inventory collection such as to measure, write description, and take pictures of collection.