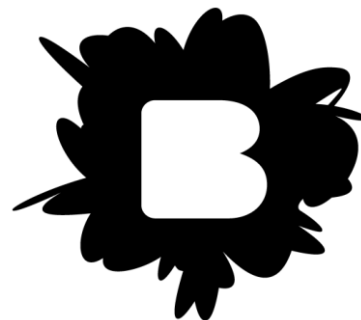# Brooklyn Museum
Senior Manager for Collection Records and Review— Registrar's Office
(Full-time, permanent, non-union covered position)

August 6, 2015

Summary:
Manage, enhance, and expand all aspects of the collections, exhibitions, and loans database (TMS) to ensure maximum usage by museum staff, and public access through the museum's website; supervise the implementation of established procedures for data entry, accessioning, collection review, deaccessioning, and records management.

Requirements:
- B.A. required; M.A. in Art History, Museum Studies, or a related field preferred.
- Minimum five years direct experience in museum collections data management; in-depth understanding of TMS (The Museum System) data structure and system administration.
- Previous participation in a TMS upgrade.
- Advanced Crystal Reports writing; Familiarity with digital imaging and SQL queries.
- Knowledge of MS Access and Excel applications.
- Familiarity with registration and collections management functions and procedures: accessioning, deaccessioning, exhibitions, loans, shipping, inventories, and location tracking is essential.
- Experience managing projects and seeing them through to completion. Must be organized, detail oriented, articulate, and self-motivated, with proven ability in supervising others.
- Ability to interact with other staff members and to provide immediate assistance and support when necessary. Ability to conduct research and work independently on a variety of projects simultaneously to meet deadlines in a fast-paced office environment.
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Responsibilities
- System administration of (TMS); Manage Records Management budget.
- Supervise Associate Registrar for the Permanent Collection and accessions processing, permanent collection documentation, and implementation of collections policies.
- Supervise Records Assistant and Collections Review Assistant; develop data entry and collections review projects.
- Manage and track Collections Review process, deaccessions, auction house contracts, transfers, and packing and shipping arrangements; review Collections Committee paperwork; enforce deaccession and disposition policies.
- Oversee research on object status and source; resolve numbering issues and perform record clean-ups.
- Work with curatorial staff to develop cataloguing format guidelines and data standardization; collaborate on collection inventories.

- Develop new database uses, design Crystal reports for all TMS modules, and create alerts using SQL to streamline user workflow.
- Propose and develop collections documentation policies with approval of Chief Registrar and Chief Curator.
- Maintain database authority tables, configuration, security access, and prepare quarterly database statistics; perform data auditing.
- Oversee exhibition checklist entry: approve final checklist for web display; maintain pre-TMS checklist reports and forms in Access; update permanent collection installation checklists in TMS.
- Maintain locations authority and oversee location movement entry; track opening and closing of gallery spaces in TMS.
- Work with Tech staff and Curators on OpenCollection data development.
- Provide support for DAMS system and Digital Lab, and Rights & Reproductions staff.
- Maintain Conservation Screen workflow; oversee conservation image linking and documentation standards.
- Review records and create reports for collection information sent to external websites.
- Work with software vendor to develop new TMS versions to serve Museum needs.
- Oversee database upgrades; perform testing, prepare data, and coordinate with Tech staff.
- Train and provide support for all staff in database use and access; troubleshoot database issues.

Reports to: Chief Registrar

Starting date: Immediate, September 2015

Schedule: Monday - Friday, 9:00 a.m. to 5:00 p.m., 35 hours/week

Salary: Commensurate with experience

To apply: Please send letter, resume, and list of 3 references to:
job.manager.collections@brooklynmuseum.org