

Brooklyn Museum
Senior Manager for Collection Records and Review
Registrar's Office

(Full-time, permanent, non-union covered position)



February 7, 2017

Summary:

Manage, enhance, and expand all aspects of the collections, exhibitions, and loans database (TMS) to ensure maximum usage and efficient workflow by museum staff, and public and scholarly access through the museum's website; oversee the implementation of established procedures for data entry and data standards, accessioning, collection review, deaccessioning, data standards, 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; Working knowledge of SQL queries.
- Knowledge of MS Access and Excel applications.
- Familiarity with registration methods and collections management functions and procedures: accessioning, deaccessioning, exhibition organizing, loans, shipping, inventories, and location track is essential.
- Experience managing projects from inception to completion. Must be organized, detail oriented, articulate, and self-motivated, with proven ability in supervising and training others.
- Ability to provide immediate assistance and support to key staff members when necessary. Ability to produce collection statistics and work on a variety of projects simultaneously to meet deadlines in a fast-paced environment.

Responsibilities:

- System administration of TMS; Know the capabilities of all TMS modules. Create and maintain annual budget for system contract, upgrades, data projects, and training.
- Work with Associate Registrar for the Permanent Collection and curatorial assistants to identify data enhancement projects, workflow efficiencies, and resolve numbering issues. Direct projects to completion.
- Supervise Records Assistant responsible for daily storage and gallery reinstallation location changes; conservation image linking. Supervise Collections Review Assistant during data cleanup projects; TMS training of assistant level positions; monitor deaccessioning goals, and progress through to release of objects.
- Enhance and maintain data guidelines documentation; a comprehensive manual with screen shots is needed.
- Work with editorial and curatorial staff to develop cataloguing format guidelines and thesaurus of standard terms.
- Design all Crystal reports using SQL for all TMS modules.
- Propose and develop collections documentation projects with approval of Chief

Registrar and Chief Curator.

- Maintain database authority tables, configuration, and security access.
- Prepare quarterly collection statistics for administration; perform data auditing.
- Using SQL, batch load pre-TMS exhibition checklists in Excel to TMS.
- Work with Tech staff on On-line Collection data development, and the Ask app.
- Provide support for DAMS system and Digital Lab, and Rights & Reproduction staff.
- Maintain Conservation Screen workflow.
- 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 Curators and provide support for all staff in database use and access; troubleshoot database issues.

Reports to: Chief Registrar

Starting date: February 27, 2017

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 3 references to:
job.srmgr.collections.records@brooklynmuseum.org

Applicants for positions at the Brooklyn Museum are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, marital status or sexual orientation. Candidates of color are strongly encouraged to apply. The Immigration and Control Act (1986) requires that all hires be in conformity with the law.