

*Generic Title: (50 Character Limit)	Database Administrator, YAG	*Job Code / *Job Grade:	G10 / P5
*Posting Title: (50 Character Limit)	Data and Database Administrator		
*Job Family:	Computing and Information Systems	*Effective Date:	
*Job Summary (3000 Character Limit) Reporting to the Director of Information Technology at the Yale University Art Gallery, the Data and Database Specialist develops, implements, and maintains policies and procedures for ensuring the security and integrity of the Gallery's collection database while actively ensuring adherence to data standards across the Gallery environment. Serves as primary resource for a wide-range of museum staff members and departments that use TMS (The Museum System), the collections management database used by the Gallery.			
Position Focus (2,500 Character Limit): <u>This is a part-time (25 hours/week) temporary position that ends December 31, 2022.</u> Reporting to the Director of Information Technology at the Yale University Art Gallery, the Data and Database Specialist develops, implements, and maintains policies and procedures for ensuring the security and integrity of the Gallery's collection database while actively ensuring adherence to data standards across the Gallery environment. Serves as primary resource for a wide range of museum staff members and departments that use TMS (The Museum System), the collections management database used by the Gallery. Manages the training, technical and procedural responsibilities to advance the strategic plan for development and future use, and support the ongoing use and maintenance of TMS. Maintains and administers database systems to ensure effective implementation and use of databases including performance, software testing, debugging, and security and metrics projects. Works directly with Gallery departments to create reports, and to identify and resolve technical issues. Design and build reports using Crystal Reports software. Explore other opportunities for reporting data to Gallery users. Manages the collection information system (TMS); Day-to-day administration (e.g. basic database management, backup, maintenance, security, etc.) Work with Gallery members to understand data needs; use SQL skills to assist in data management needs and answer questions as they arise. Plans, coordinates, and implements activities necessary to the effective operation and maintenance of the database. Uses available software tools to assist with the creation of reports to support the various museum functions. Assists with the training of museum staff in the basic use of the TMS database through individual instruction, classroom sessions, and telephone support. Interact with vendors to install and troubleshoot software and server environment; research server and vendor software to ensure compatibility before doing upgrades. Create and maintain documentation of YUAG systems and environments. Create data standards for museum, enforce and train museum in standards.			
*Principal Responsibilities (3,975 Character Limit): 1. Manages the collection information system (TMS); day-to-day administration (e.g. basic database management, backup, maintenance, security, etc.) 2. Work with Gallery members to understand data needs; use SQL skills to assist in data management needs and answer questions as they arise. 3. Plans, coordinates, and implements activities necessary to the effective operation and maintenance of the database. 4. Uses available software tools to assist with the creation of reports to support the various museum functions. 5. Assists with the training of museum staff in the basic use of the TMS database through individual instruction, classroom			

sessions, and telephone support.

6. Interact with vendors to install and troubleshoot software and server environment; research server and vendor software to ensure compatibility before doing upgrades.

7. Create and maintain documentation of YUAG systems and environments. Create and promote data standards and best practices, enforce and train museum in standards.

***Required Education and Experience (300 Character Limit):**

Bachelor's Degree in a related field and two years of related work experience or an equivalent combination of education and experience.

Preferred Education and Experience (400 Character Limit):

Experience working with the RDF data model, semantic web design principles. Knowledge of a programming language and cultural data standards Experience with AWS (EC2, S3 or RDS) or other cloud service such as Azure, TMS (Gallery Systems) experience and Crystal Reports or similar.

Experience with HTML/XML, Drupal management. Experience working in Museum setting.

Skills & Abilities (May list 5, with a 300 Character Limit for each):

- Excellent interpersonal skills, ability to work independently as well as a member of a team. Ability to build strong relationships with internal clients, effectively resolve problems and communicate creative resolutions to multiple constituents within the museums.
- Advanced knowledge and proven ability in database management (Microsoft SQL and SQL based tools.) Working knowledge of SQL, structured data and standards.
- Excellent project management, organizational and communication skills. Ability to manage and prioritize multiple projects simultaneously.

Required Licenses or Certifications (250 Character Limit):

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Physical Requirements (1,000 Character Limit):

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