

## **The Menil Collection Employment Opportunity**

<b>Title:</b>	<i>TMS Administrator</i>
<b>Department:</b>	Collection Management
<b>Reports to:</b>	Director of Collection Management
<b>Status:</b>	Full-time, exempt from overtime
<b>Work Location:</b>	Onsite
<b>Salary:</b>	\$60-70,000/year + benefits

### **General Responsibilities**

Reporting to the Director of Collection Management and working collaboratively with the Registration, Art Services, Digital Assets Management, Publications, Curatorial, Conservation Departments, and other Menil staff as requested, the TMS Database Administrator oversees all aspects of the relational collection management system The Museum system (TMS). This position acts as the liaison between the museum and Gallery Systems and other related contractors/systems involved with the Menil's collection management system and web software, eMuseum.

### **Specific Duties**

1. Manage TMS and Crystal Reports and provide proper and consistent data entry and maintenance for the permanent collection utilizing approved museum standards.
2. Develops and implements data entry standards and use of TMS with various staff members.
  - a. Develop new uses of module features to enhance workflows and data usage and provide supporting documentation for SharePoint entry standards.
  - b. Develops and continues implemented strategies for data "clean-up" related to conversion.
  - c. Establish and maintain security access levels for TMS users and database configurations.
  - d. Develop training procedures to ensure the effective use of TMS by all museum departments as needed and as requested.
3. Provide training for staff on TMS and create training documentation for SharePoint.
4. Maintain a working knowledge of TMS and Crystal Reports and inform staff of changes or updates in both programs.
5. Coordinate maintenance of working backup systems with the Director of IT.
6. Provide general museum-wide support for TMS users.
7. Maintain and upgrade TMS users-manual.
8. Create new reports as needed by all departments using Crystal Reports and SSRS.
9. Execute location changes for objects coming into or out of the museum.
10. Plan, test, schedule, and implement TMS system upgrades coordinating with external support.
11. Regularly audit data entry of all users to monitor, correct, and update data in TMS to ensure accuracy and consistency with Museum cataloging standards and communicate with users if more training is needed.
12. Provide extensive scale reports for business, audit, annual reports, and insurance purposes.
13. Responsible for bulk uploads and bulk changes to data.

14. Use SQL for generating data searches and creating custom views, alerts, and list views.
15. Manage eMuseum, which supports an internal site and an API delivering data to the Menil's public website.

### **Qualifications**

1. Demonstrated knowledge of TMS and Crystal Reports with three years minimum experience required.
2. B.A. in art, art history, or museum studies or at least three years of experience in museum-related employment.
3. Familiarity with Getty Vocabularies and museum object cataloging standards.
4. Excellent written and oral communication skills.
5. Ability to assess priorities and work well under pressure; excellent time management, problem-solving, and analytical skills.
6. Ability to work with curators, donors, vendors, other museum professionals, the public, and co-workers professionally and tactfully.
7. Professional and businesslike in appearance and demeanor.
8. Strong organizational skills to effectively manage multiple projects.
9. Knowledge of SQL and ability to write SQL statements.

### **Benefits**

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

### **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto:hr@menil.org). You also have the option of forwarding your application materials via postal mail to:

Human Resources Department  
The Menil Collection  
1511 Branard Street  
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.