Title: **Collection Management Coordinator**

Department: Collection Management

Reports to: Director of Collection Management

Status: Full-time, exempt from overtime

The Menil Collection seeks a qualified individual to support the Department of Collection Management with administrative duties and The Museum System (TMS) data-entry assistance.

### General Responsibilities

The Collection Management Coordinator provides administrative duties in support of the Collection Management Department, which comprises Registration, Art Services, The Museum System (TMS) Database Administration, and Imaging Services.

### Administrative Duties

1. Code, submit, and track incoming invoices for payment. Prepare, mail, and track invoices for reimbursement. Prepare monthly credit card statements for Collection Management staff.
2. Oversee, maintain, and track departmental, exhibition, and other related project budgets with the Director of Collection Management. Manage budget-tracking Excel workbook to report on remaining funds and year-to-date spending, as requested.
3. Reconcile departmental, exhibition, and other related project budgets against monthly reports from the Accounting department.
4. Assist with compiling future fiscal-year budget proposals and participate in quarterly and annual budget presentations with the Accounting department, as requested.
5. Assist with preparing documents and materials for exhibitions, loans, mailings, and special projects.
6. For visiting couriers, book all travel, accommodations, and car services; request per diem and compile detailed itineraries. Assist with transporting couriers to and from local hotels, as requested. For Menil couriers accompanying outgoing loans, book car services and compile detailed itineraries per established procedures.
7. Assist with TMS data clean-up, linking digital files to database and other assigned projects, at all times, following approved museum data entry standards to clean up information throughout the Collection Management database.
8. Modify TMS records to provide an accurate reflection of the objects in the Museum’s care and their history within the Museum with a high level of detail with consistent data entry and maintenance of data.
9. File electronic and physical documents into an established filing system and prepare files for archiving purposes.
10. Track, order, and maintain office, electronic, and other departmental supplies.
11. Other special projects as assigned.
Qualifications

1. Bachelor’s degree with a minimum of three years prior administrative experience in a non-profit institution or fine art museum preferred.
2. Excellent written and verbal communication skills are required.
3. Strong attention to detail is necessary, particularly while performing highly repetitive data entry.
4. Strong computer skills are essential for the position, including daily use of Microsoft Office Suite, Microsoft Outlook, and Adobe Acrobat. Additional experience with TMS database or other inventory system experience with a background in art history or museums is strongly preferred.
5. Must be able to work independently while coordinating multiple simultaneous tasks within a fast-paced environment.
6. Must have a valid driver’s license with the ability to provide local transportation, as requested.
7. Must possess high levels of tact and diplomacy and maintain high levels of confidentiality.

How to Apply

For immediate consideration, please email your resume and cover letter to 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.