



Collections Database Administrator

The Baltimore Museum of Art (BMA) seeks an energetic, detail-oriented individual for the position of Collections Database Administrator to manage the TMS database of 90,000 plus object records.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Providing TMS training and support for staff, interns, and volunteers.
- Formulating and implementing data standards and procedures.
- Developing report forms; maintaining TMS manuals and security and database configurations; supervising data entry and digitization of images; and facilitating the export of TMS data for web products.
- Staying current on best practices regarding technology in general and TMS specifically.
- Acting as the Museum representative to TMS software vendors.
- Assisting, on a limited basis, with departmental activities including art handling and collections inventories.
- Actively participate in the BMA Media Group providing support as needed in multi-server environment.
- Special projects as assigned.

This full-time, exempt position reports to the Senior Registrar in the Curatorial Division.

QUALIFICATIONS

- BA in Art History, Museum Studies or related field or equivalent professional experience
- 3-5 years TMS experience
- Self-directed and motivated.
- Collaborative by nature, flexible and helpful
- Proficiency with Microsoft SQL, Crystal Reports, SSRS and Photoshop
- Some experience working with Microsoft servers, including an understanding of how to run basic updates
- Experience with Microsoft Office suite
- Excellent organizational, verbal, written and listening communication, and computer skills
- Ability to work within deadlines

BENEFITS

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other

characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

APPLY

Please send a cover letter, resume and, salary requirements to HR@artbma.org with **“Collections Database Administrator” and your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.