

TMS Administrator, Sterling and Francine Clark Art Institute

Job Summary

The Sterling and Francine Clark Art Institute is seeking a TMS (Gallery Systems' **The Museum System**) Administrator for a two-year position to oversee the museum's central collections management database. In preparation for putting our collection online and integrating the collection's data into the museum's website, planned programming, installations, and various technical applications, we are looking for someone with strong technical and organizational skills to update and standardize the data, troubleshoot linking various media to records, and help us integrate TMS into our internal workflow.

Working with Registration, Curatorial, and Technical staff, the TMS Administrator will be responsible for developing and implementing approved cataloguing standards, maintaining data integrity and conformity, and suggesting optimal content structure for use in eMuseum and various plug-ins or applications. The TMS Administrator will need to provide TMS support to users including: creating and managing Crystal Reports; managing user accounts, security and access privileges; data normalization; and possible staff training.

Working with the Information and Technology staff, the TMS Administrator will also help oversee implementation of regular maintenance (including TMS upgrades and data backup), to optimize database performance.

Essential Functions

Ideal candidate must have minimum 3 years experience and ability with TMS, Crystal, eMuseum, and SQL. Candidate must be detail oriented, have excellent organizational and communication skills, and have the ability to work across many departments to collaboratively troubleshoot and solve problems. Candidate must also show a strong knowledge of museum collection management practices, and a basic knowledge of art history. A minimum Bachelor's degree in a related field is preferred.

Salary is commensurate with experience and includes an excellent benefits package. Please send resume, cover letter, and salary requirements to HumanResources@clarkart.edu or mail to:

Human Resources
Sterling and Francine Clark Art Institute
225 South Street
Williamstown, MA 01267