



## **Collections Management System (CMS) Specialist / Assistant Registrar (Full-time, hourly, non-exempt)**

**Salary range: \$40,500-42,000**

The New Bedford Whaling Museum seeks a full-time (40-hour/week) Collections Management System (CMS) Specialist / Assistant Registrar for a one-year term starting on February 1, 2024. This individual will be responsible for preparing and reconciling cataloging data related to the planned migration to a new Collections Management System (CMS) in 2024. The museum will be migrating ~ 150,000 item-level object records from *Re:discovery's Proficio* collections management database system to *The Museum System* (TMS). This position is subject to renewal, pending available funding.

This individual works collaboratively with colleagues to steward NBWM's collections. They act in accordance with the Code of Ethics and Professional Practices for Collections Professionals adopted by AAM. The position works with museum staff to develop and maintain cataloging standards, and new database procedures for increased productivity and accuracy. The individual will spend approximately 60% of their time improving, strengthening, and optimizing existing catalog records. They will devote 20% of their time to establishing cataloging standards, vocabularies, and workflows for TMS. Finally, they will spend about 20% of their time serving as the Assistant Registrar. In this role, they will support management of the collection, its registration, and the documentation and execution of incoming and outgoing loans. The position also supports the Director of Digital Engagement and on-going collection-related digitization efforts, by serving as a digital assets team member advising specifically on digital record keeping in TMS. Finally, they collaborate with the Associate Director of Information Systems & Technology, who is the primary contact with TMS and manages server loads, IT accounts, and contracts with outside software vendors.

This is a full time (40-hour/week) twelve-month grant-funded non-exempt position, with the possibility of renewal dependent on funding. The position includes a robust employee benefits package.

### **CORE RESPONSIBILITIES:**

#### **CMS duties -**

- Assist with the migration of data from the existing Collections Management System to a new CMS
- Maintain data integrity, standards, and conformity
- Catalog current and update past CMS records using appropriate and consistent metadata
- Oversee the ingestion of external collections records and object documentation into the new CMS
- Manage and assist in the development of data entry standards for the CMS
- Collaborate to ensure cataloging standards are followed
- Address issues with how collections data appears on website
- Develop and implement auditing system for the new CMS
- Suggest and assist in the development of CMS policies
- Serve as the subject matter expert and primary support provider for the new CMS
- Maintain standards for all reports and document all reporting procedures
- Maintain knowledge of the CMS software and reporting tools (TMS/Crystal Reports)
- Develop and maintain data reports using Crystal Reports, TMS Data Views, TMS Label Copies
- Use SQL to run data updates and data mining queries
- Collaborate on CMS updates and features, ensure data security and integrity, systems integration, troubleshoot syncing, and perform regular maintenance, with Director of ITS
- Document, communicate, and expedite TMS issues/bugs resolution and user requests, with Director of ITS
- Manage user accounts, security, and access privileges for the CMS, with Director of ITS
- Schedule and monitor database backups and set retention policy, with Director of ITS
- Track and report on the progress of the CMS migration project

#### **Registration duties -**

- Assist with accessioning objects into the collection: preparation of receipts, deeds of gift, and database records
- Participate in ongoing maintenance of collection records: including database records, object and source files, conservation records, appraisals, exhibition files, and loan records

- Assist with incoming and outgoing loan activities: preparing loan agreements, completing condition reports, communicating with lenders and borrowers, and arranging shipping
- Track location updates in collections management database
- Conduct regular inventories of collections in storage
- Assist with resolution of old loans/abandoned property, found-in-collection objects, and inventory discrepancies

#### **Department duties -**

- Contribute to the Curatorial Department through the daily administration of the collections, including the preparation of reports, annual work plans, and budgeting, and by attending regular weekly team meetings
- Serve as an advocate for their collection areas at all levels of museum operations
- Other duties that may be requested and required

#### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Demonstrated knowledge of museum standards and ethics for collections care, documentation, and cataloging
- Experience with collections management databases, cataloging standards, and assigning metadata
- Strong computer skills and knowledge, including, database management, spreadsheet, and digital imaging
- Experience with digital asset management, project management, and agile methodology is preferred
- Knowledge of data standards for museum collection management and culturally inclusive practices
- Knowledge of published vocabularies, standards, and linked data tools like AAT, TGN, ULAN, LCNAF, Wikidata
- Command of data management and data architecture, and principles of linked data
- Skills in organizing resources and establishing priorities
- Strong interpersonal skills and ability to deal effectively in a team environment
- Strong ability to communicate effectively, both orally and in writing
- Understand and maintain the highest levels of discretion and confidentiality
- Embraces and promotes diversity, equity, and inclusion initiatives
- Commitment to accessibility within the museum and digitally
- Ability to handle objects up to 25 pounds, see the normal range of color vision, and/or stand and/or walk an average of four (4) hours per day and climb a typical step ladder.

#### **EDUCATION AND EXPERIENCE:**

- B.A. degree; specialization in museum studies, history, or related field *preferred*
- Minimum of two years of related experience demonstrating progressively responsible positions working in data management with complex content database systems *required*
- Experience with Re/Discovery - Proficio software, The Museum System (TMS), or related CMS *preferred*
- Experience in museum registration; knowledge of collections management/registration procedures *preferred*
- Will entertain fully remote work for the right candidate with experience, but preference is for in-person work.

#### **The New Bedford Whaling Museum**

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903 as the Old Dartmouth Historical Society, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation, and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving approximately 100,000 visitors and offering engaging exhibitions, dynamic public programs, and vibrant educational activities to learners of all ages.

#### **TO APPLY**

Send cover letter and resume to Naomi Slipp, Chief Curator at [nslipp@whalingmuseum.org](mailto:nslipp@whalingmuseum.org). Application deadline is January 20, 2024. No phone calls, please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.