Newark Museum
Position Announcement

Assistant Database Administrator (Temporary Full-Time)

**Background:**
Founded in 1909, the Newark Museum (“the Museum”) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for more than a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. In the words of founder John Cotton Dana, “a good museum attracts, entertains, arouses curiosity, leads to questioning and thus promotes learning.” The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its new Director/CEO, Linda Harrison, the Newark Museum is poised for a chapter of transformation, exciting growth and development. The City of Newark is also undergoing a revival of its own.

**Position Objective:**
The Newark Museum is seeking a full-time Assistant Database Administrator for a one year, temporary assignment, to assist with converting a legacy collection database to Gallery Systems’ The Museum System (TMS) in the fall of 2019. The existing database contains over 228,000 object records with links to over 110,000 digital media files. Primary responsibilities include reviewing all current data, scrubbing the data to ensure accuracy, and verifying all data once converted. Additional responsibilities include assisting with documenting and maintaining data standards and providing ongoing assistance to users. The Assistant Database Administrator reports to the Database Administrator and works closely with the registration, collection management and curatorial staff.
Specific Duties and Responsibilities:

- Assist with the migration and testing of existing collections data from the current system to TMS
- Input new data, update and correct existing data and ensure integrity and consistency of information in collection databases – both pre and post conversion
- Work with registrars and curators to implement thesauri and authority files. Identify and address any issues related to the use of controlled vocabulary terms in the system
- Assist with customizing TMS for use by various departments
- Assist with documenting new data standards for TMS
- Assist with the creation and updating of training documentation for users
- Assist with providing daily user support
- Assist with special projects as assigned

Qualifications:

- Bachelor’s degree from an accredited university
- Minimum two years’ museum related experience required
- One year experience with TMS required, 2-3 years preferred
- Experience with ARGUS, MS SQL and Crystal reports preferred
- Knowledge of data management standards and best practices, collections management and registration practices
- Excellent computer skills and experience with relational database management programs for collections management
- Demonstrated ability to use and implement controlled vocabulary and standard thesauri
- Excellent written and verbal communication skills.

Salary range: $40,000 - $45,000

Send letter of application and resume to:

Human Resources
The Newark Museum
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Newark, NJ 07101
Fax#: 973-642-0459
Email: humanresource@newarkmuseum.org

The Newark Museum is an equal opportunity employer.