

Toledo Museum of Art

Job Description

JOB TITLE: Collections Database Assistant

AREA OF EXPERTISE: Registrar/Archives

BRANCH: Collections

SUMMARY

Responsible for assisting Associate Registrar and Archivist in data entry of collection records by tracking locations of objects, completing and updating existing records, and creating new records from existing paper files.

ESSENTIAL DUTIES

Essential duties include the following. Other duties may be assigned.

As a public benefit corporation, the Museum requires every staff member to act as a visitor advocate at all times. This includes acknowledging visitors and striving to make them feel welcome, comfortable, and eager to return.

1. Collect, record, and preserve information on art in TMA collection by
 - a. Entering and editing information from existing documentary sheets using appropriate software.
 - b. Proof reading existing database records.
 - c. Assist in gathering data about collection. Includes tracking locations of objects.

2. Create image files from existing photography by
 - a. Scanning color transparencies and black and white photographs.
 - b. Labeling and saving images to appropriate server.
 - c. Attaching digital files to database records.
 - d. Entering, correcting, and updating data and scans; linking images to records in the system for new and existing objects.

3. Other related duties as assigned.

RELATIONSHIPS

REPORTS TO: Archivist

WORKS CLOSELY WITH: Associate Registrar

EDUCATION and/or EXPERIENCE

One semester coursework in Museum Studies, Art History or Fine Arts at the 200 level or above. Experience in a museum environment a plus.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

No specific math skills required

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

Type of Software	Product Currently in Use	Check if necessary skill	Expertise
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		can be acquired after hire.	Basic	Moderate	Specialized
Database	The Museum System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internet		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spreadsheet	Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Processing	Word	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These physical activities/abilities are necessary in this position.

	none	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weight that must be lifted or force exerted:				
	none	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vision Requirements

Close vision: clear vision at 20 inches or less

Color vision ability to identify and distinguish colors

Ability to adjust focus ability to adjust the eye to bring an object into sharp focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise Level –The noise level when performing the duties of this position is generally moderate.

Other Skills and Abilities

Must have excellent proofreading skills and attention to detail.