

POSITION DESCRIPTION

Museum Collections Information Manager

Organizational Unit	Information Technology
Program/Project	Museum Collections Leadership Council
Supervisor	Director of Information Technology
Hours/Week	35 (full-time)
Weeks/Year	52
Appointment Term	n/a
FTE (Calculated)	1.00
FLSA Status	Exempt
Date	July 17, 2024

Job Summary

Five Colleges, Incorporated's **Museum Collections Information Manager** primarily supports the work of six museums that share a common collections management system (MimsyXG) and public portal (Mobius). The museum collective has begun an initiative to replace the CMS database and discovery platform. The manager will act as project manager for the migration and implementation. In addition, the manager will continue to produce and maintain documentation related to partners' use of the current CMS platform, including data standards, reparative cataloging, and controlled vocabulary.

The manager works with consortium staff on digital projects related to the database collaboration, manages budgets for grant projects, and manages projects and timelines. The manager reports to the Director of Information Technology at Five Colleges, Incorporated (FCI) and works day-to-day under the guidance of the Museum Collections Leadership Council to achieve goals established by the directors of the six collaborating museums.

This is an onsite in-person role; the primary work location for this position is in Amherst, Massachusetts, but requires occasional in-person visits to the partnering museums.

Importance of Diversity to our Educational Mission

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

Duties

- Create, maintain, and communicate technical and operational documentation for the database partnership including data content standards, reparative cataloging, controlled vocabularies, training, and user guides.
- Manage and deliver complex technology projects from initiation to completion. Ensure projects are completed on time, and within scope and budget, working closely with cross-functional teams and stakeholders from varied institutions. These project management duties include: developing detailed project plans and timelines; assigning tasks and facilitating team communication; managing stakeholders; identifying and mitigating project risks; and ensuring deliverables meet quality standards.
- Modify existing databases and database management systems or direct programmers and analysts to make changes.
- Supervise Museum Collections Information Analyst, Cataloging Librarian, and temporary or student workers on digital projects related to the collaboration as assigned.
- Oversee budgets, timelines, and projects related to the database partnership as assigned.
- Assist the museum partners in implementing a data schema that will enable cross-collection discovery and maximize use of linked and linked-open data.
- Support governance processes as determined by the strategic plan; convene and facilitate museum technology working groups.
- Coordinate the planning and execution of data improvement and preparation projects that support the museums' commitments to diversity, equity, access, and inclusion.
- Develop and conduct training, tutorials, and learning objects for museum practitioners.
- Coordinate communications between internal (FCI) and external (museum, vendor, library) stakeholders.
- Participate in outreach initiatives and committees with library, museum, and professional community colleagues and others related to cross-collection or interdisciplinary resource discovery.
- Participate in continuous learning and community building in the area of database administration and emerging museum collections data + technologies.
- Manage the museums.fivecolleges.edu collaborative inbox, referring public requests for information to relevant groups.
- Other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in information studies, museum studies, art, or related field
- Minimum of five years experience with museum collections data, library cataloging, or archival work
- Ability to participate in and manage collaborative relationships
- Ability to manage large amounts of information, including creating and editing databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- Experience with data schema in museums and/or libraries
- General understanding of metadata
- Strong problem-solving and analytical skills; sound judgment
- Demonstrated ability to process and synthesize information
- Strong organizational and project management skills
- Excellent verbal and written communication skills

- Keen attention to detail and accuracy
- Adaptability to changing priorities and work environments; able to adjust plans and approaches to meet evolving needs
- Ability to work with diverse groups of people with differing levels of technological abilities, at varying levels in the organization, with different areas of expertise, and different styles
- Demonstrated ability to work on multiple priorities at once; timely completion of assignments
- Ability to take initiative and to perform and complete assignments with minimal supervision
- Capacity to meet (with or without accommodation), the physical expectations of the position, which include: ability to comprehend written and verbal communication; ability to evaluate printed materials and material presented on-screen; and ability to communicate effectively in person, by telephone, via videoconference, and via email
- Ability to pass a post-offer background check

Preferred qualifications

- MLIS or MA preferred.
- Experience with developing data standards in a collaborative environment
- Experience managing complex technology projects in a consortial environment
- Familiarity or interest with museums and arts administration
- Advanced working knowledge of relational databases
- Advanced working knowledge of data exchange protocols
- Experience with linked and/or linked-open data environments
- Previous experience with Oracle databases, PHP, XML, OAI-PMH, and/ or other data exchange protocols
- Proven excellence in organizational work and teamwork
- Experience analyzing needs and product requirements for technology systems