

### **Associate Registrar, TMS**

- Learn more and apply at <https://bit.ly/TMSAsscReg>

### **Department**

The John & Mable Ringling Museum of Art is located in Sarasota, Florida, and is a department of [Florida State University](https://www.floridastate.edu/). Learn more about The Ringling at <https://www.ringling.org/about-ringling/careers/>.

### **Responsibilities**

The Associate Registrar, TMS is responsible for the administration and management of The Ringling's collections management system, TMS (The Museum System, Gallery Systems). Primary responsibilities include implementing a standardized method for data entry and controlled vocabularies; keeping current with and overseeing all required upgrades of TMS; executing staff and user trainings; developing necessary reports for use by museum constituents; ensuring proper access, consistency, and use of the museum's collections management system, both internally and externally via eMuseum; and serving as the Lead Registrar for related permanent collection projects, as needed.

- Serves as the TMS system administrator for The Ringling and establishes data entry standards and procedures in accordance with best practices in collections management systems. Creates and maintains Crystal Reports files for all TMS modules, and produces TMS reports on collections statistics and other required information. Utilizes SQL to generate data searches and create customized views and alerts within TMS. Regularly reviews records in TMS to ensure consistency and adherence to data entry standards and use of controlled vocabularies. Monitors data entry and digitization of images and database configurations. Helps to manage other related digital documents (e.g. collection agreements and forms) and establishes and maintains security access levels for TMS users and database configurations in all modules.
- Trains staff and volunteers in the use of TMS, including conducting in-person and virtual training sessions, and developing tutorial documents, related policies, and procedures. Maintains and updates TMS user manuals for staff and informs staff of changes and updates to the database.
- Works with The Ringling's ITS Department to plan for the long-term storage, organization, back-up systems, and preservation of digital assets related to TMS. Participates cross-departmentally in support of the research, development, and future implementation of a Digital Asset Management System for the organization. Ensures the effective interface of TMS with other institutional databases and systems to make Collections information available to external audiences across various platforms. Oversees database upgrades, schedules regular system testing, assists ITS with troubleshooting database issues, and performs/oversees regular data cleanup within TMS. Serves as the primary contact for TMS vendors. Assists with the development of budgets for system contracts, upgrades, and database-related projects.
- Oversees the eMuseum Digital Publishing Software. Remains current of new trends and developments in collection database software. Collaborates with staff (e.g. Curatorial, Archives, Conservation, and Education) on projects requiring electronic access to Collection information and oversees database-related projects.
- Is responsible for the maintenance oversight of The Ringling's James Turrell Skyspace, "Joseph's Coat". Working in concert with the assigned Lead Preparator and Curator for this piece, this position keeps record of regularly scheduled maintenance work in TMS, coordinates with on-site staff responsible for supporting the regular care of this object, liaises with the artist's studio

representative, and ensures, along with colleagues, that the piece is in continued compliance with the artist's intentions and commission contract.

- Leads the annual collections inventory process based on The Ringling's developed schedule, per Florida Statue; Manages or oversees the rehousing of collection objects in storage, as well as photographing and numbering objects. Serves as the Lead Registrar of relevant permanent collection projects, as needed. Assists with coordinating the shipping or receiving of collection or loaned objects, as needed. Assists with the installation or de-installation of collection or loaned objects, as needed. Responds to collection inquiries from staff, scholars, or the general public, as required.
- Collaborates with the Registration department to develop, update, and review Collections procedures, workflows, and standards. Assists in training, working with, and the supervising of interns. Plans and implements projects for continuing internship program. Maintains education to keep up with current best practices and standards of the museum profession. Implements and/or carries out emergency protective measures and maintenance of storage and gallery spaces, as needed. Communicates required emergency related notifications to lenders and other outside entities, as needed.

May be required to travel (nationally or internationally) to serve as a Museum courier.

Assignments are based on the needs of the Museum. Courier training and certification is required prior to the incumbent serving in this capacity.

The Associate Registrar, TMS is part of the Collections Department at The Ringling. This position reports to the Assist. Dir. of Collections/Senior Registrar.

### **Qualifications**

- Bachelor's degree in library/information science, art history, museum studies, or a related field and four years' experience or a combination of post high school education and experience equal to eight years.
  - Please note that higher education can substitute for experience at the equivalent rate.
- Knowledge of:
  - Applicable computer applications related to collections management database software, specifically TMS, Crystal Reports, and SQL.
  - Metadata standards and familiarity with the Getty Vocabularies.
  - Proper handling of objects, inventory, acquisition, and cataloging.
- Ability to:
  - Convey technical information to technical and non-technical users.
  - Prioritize, organize and perform multiple work assignments simultaneously.
  - Effectively manage projects and possesses problem solving and analytical skills.
  - Apply the processes, procedures and methods used in museum operations in compliance with applicable governing entities such as the American Alliance of Museums.
- A valid driver's license or the ability to obtain prior to hire.

### **FSU Total Rewards**

FSU offers a robust Total Rewards package. Visit our [website](#) to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs.

Use our [interactive tool](#) to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.

**Rate of Pay :** The anticipated rate of pay will be no higher than \$51,000 and will be based on the education, skills, and experience of the selected candidate. Find out more about our comprehensive benefits package under the "FSU Total Rewards" section.

**Working Hours :** Monday - Friday from 8:00 AM to 5:00 PM with a one hour meal period. The incumbent may be required to work evenings, weekends, or holidays based on the needs of the Ringling.

- This position is based in [Sarasota, FL](#).
- This is an A&P position.
- This position requires successful completion of a criminal history background check to include fingerprinting.

For more information, technical assistance, or should you require accommodations for the application or interview processes, please contact Ringling Human Resources at 941-358-2773 or [employment@ringling.org](mailto:employment@ringling.org).

### **Equal Employment Opportunity**

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.

FSU's Equal Opportunity Statement can be accessed at:

[https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO\\_Statement.pdf](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO_Statement.pdf).

### **How To Apply**

If qualified and interested in a specific job opening as advertised, apply to Florida State University at <https://jobs.fsu.edu>. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume.