



POSITION DESCRIPTION

Title: Collection Management System (CMS) Assistant, Mütter Museum
Division: Museum
Supervisors: Collections Manager and Project Manager
Exemption: Non-Exempt
Hours: Full-time
Date: September 1, 2021

ABOUT THE COLLEGE OF PHYSICIANS OF PHILADELPHIA:

Founded in 1787, The College of Physicians of Philadelphia is one of the oldest professional medical organizations in the country and home to: the Mütter Museum; the Historical Medical Library; the HistoryofVaccines.org; and a dynamic Center for Education. We host over seventy (70) yearly public events, and have a busy facilities rental calendar. More than one-hundred-eighty-eight-thousand (188,000) guests visit us annually, and we are extremely proud of our mission to advance the cause of health while upholding the ideals and heritage of medicine.

Function of the Position

The Collection Management System (CMS) Assistant works with the Collections Manager and Project Director to assist in a transition to a new collections management system, and to support and perform a collections audit. **This is a two-year, contract grant-funded position. Full-time, hybrid in office / remote. Salary is \$35,000 per year.**

Level of Responsibility

Under the supervision of the Collections Manager, the CMS Assistant will assist with data migration, entry, and updates to the new CMS system.

The CMS Assistant:

- Assists the Collections Manager in assessing current data, transfer of information, and updating of entries in the CMS systems.
- May work under direct supervision or independently to gather or research information, prepare analytical reports, and attend meetings.
- Represents the Collections Manager at meetings and consultations, and performs as liaison to vendors, museum professionals, and others, as directed.

The Collections Manager and Project Director jointly coordinate and supervise the workload of the CMS Assistant.

Training and Experience

College degree in a relevant field (museum studies, library sciences, information management, *etc.*) is required; in progress degrees will also be considered, depending on availability of candidate during the project term. Previous experience with EMu or other similar collections management software is desired. The CMS Assistant must work well with others in a team environment. Excellent interpersonal and verbal skills, organizational skills, and the ability to manage multiple priorities are essential; a service orientation and ability to work independently and effectively under pressure are also necessary for success in this position. The CMS Assistant must be proficient in

Microsoft Office software; basic photography skills are preferred but not required. Previous experience working in a non-profit environment is preferred.

Principal Duties and Responsibilities

1. Museum functions (100%)

The CMS Assistant may perform some or all of the tasks below, under direction of the Collections Manager:

- Assist in migrating existing data to new database and cleaning up data post-migration;
- Update objects records and attach related documents, photographs, *etc.*;
- Audit collection and update object records, as appropriate;
- Confirm object location and tracking code accuracy;
- Assess quality of existing object photos and need for new photography;
- Photograph objects as part of audit process;
- Other duties, as assigned by Collections Manager.

The CMS Assistant may perform some or all of the tasks below, under direction of the Project Director:

- Provide timeline updates of project progress;
- Provide narrative updates on project progress and challenges for grant report drafting;
- Assist in coordination with professional photographer of photography of large and/or difficult-to-capture objects.

TO APPLY: Please email cover letter and resume to: ***Lowell Flanders at lflanders@collegeofphysicians.org***
Required Subject Line: Mütter Museum CMS Assistant - 2021

Factors such as demonstrated hard and soft skills, level of education, history in the nonprofit sector, and relevant work experience will all be evaluated.

Review of applications will begin immediately and continue until the position is filled.

The College of Physicians of Philadelphia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.