



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 120,000 annual residents and visitors to the Tampa Bay area since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include masterpieces from Monet, Corot, Morisot, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a glass gallery featuring works by Tiffany, Steuben, and Chihuly; and one of the largest and most respected photography collections in the Southeastern United States.

TEMPORARY REGISTRATION ASSISTANT

OVERVIEW

The Museum seeks a qualified candidate to fill a one year position in the museum's registration department. This candidate will be responsible for a full inventory of the museum's collection and related updates to the museum's database system, The Museum System (TMS). They will also assist in the organization and workflow of image management for the museum's Digital Asset Management System, Piction, and the crosswalk between the two databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inventory the museum's collection and update records in TMS to reflect accurate locations.
- Proof, edit and standardize object records to ensure data consistency.
- Assist with data entry where needed in order to set up database primary functionality.
- Improve data input workflow, such as creating shortcut screens, views, and building authority files and hierarchies in TMS.
- Assist Registration team and photographer with art handling, retrieving and returning artworks from storage and monitoring and documenting digitization processes.
- Organize and link images and other media files to object records in TMS.
- Coordinate object information and data input workflow with Registrar and Registration Assistant.

- Assist with file naming, image organization, image editing, quality control and create workflows for Piction integration
- Other duties as assigned.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS

- Bachelor's Degree with focus on Art, Art History, History or Anthropology.
- Ability to manage and balance multiple tasks within complex projects
- Computer skills including database or similar programs, word processing, digital image management and manipulation.
- Strong written and oral communication skills.
- Excellent organizational, proofreading and analytical skills with meticulous attention to detail.

PREFERRED QUALIFICATIONS AND COMPETENCIES

- Training in museum studies, information science or related field.
- Degree or Certificate in museum studies, information science or related field.
- Direct experience with museum collections management software, specifically The Museum System, TMS.
- Registration or collections management skills.

TO APPLY

Please send a letter of interest and resume to:

Registration@mfastpete.org