



Collection Cataloguer

Full-Time, Temporary (2 years)

The Baltimore Museum of Art (BMA) seeks an energetic, detail-oriented individual for the position of Collection Cataloguer to assist with an IMLS-funded initiative to make department records for American paintings, sculptures, and decorative arts objects publicly accessible online through our e-museum website and to support a future reinstallation of the collection. Cataloguing work has begun on painting and sculpture: this position will largely (but not exclusively) focus on completing the cataloguing of over 2000 decorative arts objects in glass, silver, and ceramics dating from the 18th century to the present.

The successful candidate is expected to work closely with curators, registrars, and conservators to review and complete cataloguing to a Tier 1 level in The Museum System (the collections database used by the BMA), assist with managing the digitization process, and conduct additional in-depth cataloguing to a Tier 2/3 level for approximately 160 objects.

This position will be a full-time, temporary member of the Department of American Painting & Sculpture and Decorative Arts (APSDA), working closely with a curator, assistant curator, and a curatorial assistant in a collegial, dynamic, and fast-paced environment. The position is for a 35-hour full-time work week for a duration of 2 years.

RESPONSIBILITIES

This position will take on an integral role in the cataloging and assessment of a nationally recognized collection of American Art. The Collection Cataloguer will work collaboratively with APSDA curatorial staff, museum conservators, photographers, and registration staff.

Responsibilities include, but are not limited to:

- Research, create, and confirm accurate, standardized tombstone data (Tier 1 cataloguing) for over 2000 American works in painting, sculpture, ceramic, silver, and glass in The Museum System (TMS) database.
- Assist with the organization of works needing to be photographed by the BMA's Senior Photographer for use in TMS, Piction (the BMA's Digital Asset Management system), and e-Museum (the digital platform used to present the BMA's collections site on artbma.org).
- Collaborate with curatorial and conservation staff to determine conservation needs.
- Demonstrate problem-solving skills to track down and/or clarify collection inconsistencies, conduct research in using library and archives to capture accurate information.
- Prepare progress reports of data entry and collection holdings.
- Assist with the production of an updated and revised cataloguing manual for the department

- Additional duties relevant to the project as needed.

The Cataloguer position will report to the Curator of American Art & APSDA Department Head.

QUALIFICATIONS

- BA with coursework in Art History or equivalent professional experience required.
- MA in Art History, Museum Studies, Arts Management or similar preferred.
- Some experience with/knowledge of American decorative arts, design, and craft
- 1-2 years' experience working with museum or library collections with sensitivity to the care of artwork; facility with The Museum System and Excel essential; database cataloging experience.
- Highly organized individual who can work independently and demonstrate strong attention to detail.
- Strong time management skills, collegial and flexible attitude, and the ability to work in a collaborative environment essential.
- Some experience with handling artworks preferred; additional training provided.
- Familiarity with ethical principles and best practices in museum registration.
- Must be able to lift boxes or objects up to 40lbs, stand for extended periods of time, and be able to climb stairs and ladders as needed.

BENEFITS

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

For this full-time, two-year position we offer 403b retirement plan, museum and restaurant discounts, and reduced fee gym membership.

APPLY

We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply. Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter, CV/resume, and salary requirements via email to HR@artbma.org with **"Temporary APSDA Collection Cataloguer" Last Name and First Name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.