

The Menil Collection Employment Opportunity

Title: *Collection Management Coordinator*

Department: Collection Management

Reports to: Director of Collection Management

Status: Full-time, exempt from overtime

General Responsibilities

The Collection Management Coordinator performs administrative and data entry duties in support of the Collection Management Department, which comprises Registration, Art Services, and The Museum System (TMS) Database Administration.

Administrative Duties

1. Code, submit, and track incoming invoices for payment. Prepare, mail, and track invoices for reimbursement. Prepare monthly credit card statements for Collection Management staff.
2. Oversee, maintain, and track departmental, exhibition, and other related project budgets with the Director of Collection Management. Manage budget-tracking Excel workbook to report on remaining funds and year-to-date spending, as requested.
3. Reconcile departmental, exhibition, and other related project budgets against monthly reports from the Accounting Department.
4. As requested, assist with compiling future fiscal-year budget proposals and participate in quarterly and annual budget presentations with the Accounting Department.
5. Assist with preparing documents and materials for exhibitions, loans, mailings, and special projects.
6. Book all travel, accommodations, and car services for visiting couriers; request per diem and compile detailed itineraries. Assist with transporting couriers to and from local hotels, as requested.
7. Book car services for Menil couriers accompanying outgoing loans and compile detailed itineraries per established procedures.
8. Assist with TMS data clean-up, linking digital files to database and other assigned projects while following approved museum data entry standards.
9. Modify TMS records to accurately reflect the objects in the Menil's care and their history within the museum.
10. File electronic and physical documents into an established filing system and prepare files for archiving.
11. Track, order, and maintain office, electronic, and other departmental supplies.
12. Complete other projects as assigned.

Qualifications

1. A bachelor's degree with a minimum of three years prior administrative experience in a non-profit institution or museum environment is preferred.
2. Excellent written and verbal communication skills are required.
3. Strong attention to detail, particularly while performing highly repetitive data entry.

4. Strong computer skills are essential for the position, including daily use of Microsoft Office Suite, Microsoft Outlook, and Adobe Acrobat. Additional experience with TMS database or other inventory system experience with a background in art history or museums is strongly preferred.
5. Must work well independently while coordinating multiple tasks within a fast-paced environment.
6. Must have a valid driver's license and the ability to provide local transportation, as requested.
7. Must possess high levels of tact and diplomacy and maintain high levels of confidentiality.

Benefits

The Menil provides a competitive salary and benefits package that includes medical and dental insurance (PPO), life insurance, AD&D, and LTD coverage. Employees can participate in the 401(k) plan upon hire and receive an employer contribution equivalent to 5% of wages (3% Safe Harbor and 2% Profit Sharing) earned after one year.

We also offer vacation and sick pay and observe thirteen paid holidays yearly.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.