Database Manager

The Historic New Orleans Collection (THNOC) is a museum, research center, and publisher dedicated to the study and preservation of the history and culture of New Orleans and the Gulf South region. The Collection is currently accepting resumes for the position of Database Manager.

The Database Manager supports and maintains THNOC’s collections management system (CMS) and research databases, including server files. The Database Manager works with system vendor and our network administrator to schedule system upgrades and maintenance work. The Database Manager is responsible for training staff in the proper usage of the system and databases. The Database Manager develops and maintains standards for data entry for data consistency and keeping with the professional standards of archives, libraries, and museums. The position advises departments on methodology for the application of external cataloging standards within the system, and the creation and maintenance of centralized rules for data entry and cataloging vocabulary. The Database Manager meets regularly with cataloging, processing, and registration staff, performs quality control checks on databases and arranges work plans for correcting and cleaning up of data entry errors as necessary. The position develops, creates, and refines report specifications as needed.

The Database Manager works with staff to highlight THNOC’s holdings through the CMS online catalog platform, developing predefined searches, slide shows and image carousels etc. to promote the use and awareness of THNOC’s holdings. The position performs quality checks on functionality and display of records within the online catalog as well as supports and trouble shoots issues with the online catalog.

The Database Manager is involved in the development, management and support of research databases and other automation projects. This position acts as the liaison between staff, the Network Administrator, and Digital Services staff in the creation and maintenance of research databases and projects.

The ideal candidate must have a Master’s degree in Library and Information Sciences, Archives or Records Administration and a minimum of three years of experience in museum registration, cataloging, or database management and development.

This is a full-time position working Monday through Friday. The Collection offers a competitive salary and a dynamic, educational culture.

The Historic New Orleans Collection offers the following benefits:

* Competitive salary
* Medical, dental and vision insurance for employees and dependents (children and opposite or same sex spouse/domestic partners).  Medical insurance includes treatment for gender dysphoria.
* Life, long term disability, and AD&D insurance
* Employee Assistance Program
* Flexible Spending Account
* Professional development and tuition assistance
* Paid parental leave
* Paid time off and 12 paid holidays per year
* Gym membership
* Paid parking
* Work/life balance
* Opportunity to work in the iconic French Quarter of New Orleans with passionate, engaged, and respectful colleagues

The Historic New Orleans Collection centers diversity, equity, accessibility, and inclusion at the core of everything we do. We are committed to becoming a more diverse and inclusive workplace, an organization that epitomizes the best practices in our field, and a community institution that truly reflects and supports our visitors, our neighbors, and our home. To that end, we actively encourage and welcome applications from members of underrepresented and marginalized groups. We are committed to employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity or expression, Veteran status or any other characteristic protected by law.

For consideration, please submit your resume and cover letter to [jobs@hnoc.org](mailto:jobs@hnoc.org).

[Database Manager Job Description](https://hnocorg-my.sharepoint.com/personal/catherine_melchi_hnoc_org/Documents/Job%20descriptions/Job%20Descriptions%20Melchi/Database%20Manager%20JD%202023.pdf)

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