

Work Study Job Description

Job Title	Database Specialist
Organization Name	Museum of Glass
Job Location	Tacoma
Address	1801 Dock Street Tacoma WA 98402
Pay Rate	\$12 - \$12
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Rebecca Engelhardt
Phone Number	2532844705
Email Address	rengelhardt@museumofglass.org
Website	http://museumofglass.org/

Nature of Organization

Museum of Glass provides a dynamic learning environment to appreciate the medium of glass through creative experiences, collections and exhibitions.

Duties and Responsibilities

Minimum Qualifications

Education and experience:

*High school graduation preferred.

*Experience with computer systems and strong organizational skills required.

Skills:

*Familiarity with computer systems including MS Word, Excel, and Outlook. Working knowledge of museum collections management database is preferred.

*detail-oriented, organized, and able to work without direct supervision to achieve deadlines.

*Strong communication skills

*experience with image digitization preferred

*familiarity with art preferred

Educational Benefits

The database specialist will gain hands on experience in a non-profit museum setting working with curatorial and other departments. Students will obtain specialized computer skills working with leading museum collections database.

How to Apply

Job Number: 70MGLA01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 70%