

# Helen Frankenthaler Foundation

## About the Foundation

Established and endowed by Helen Frankenthaler (1928–2011) during her lifetime, the [Helen Frankenthaler Foundation](#) became active in 2013 on the closing of the artist's estate, and is dedicated to promoting greater public interest and understanding in the visual arts. Based in New York, the Foundation supports the artist's legacy through a variety of initiatives, including exhibitions, loans of artwork, research and publications, conservation, educational programs for the public and the scholarly community, and grantmaking. The associated [Helen Frankenthaler Catalogue Raisonné Project](#) supports the publishing of a catalogue raisonné. As the principal beneficiary of Frankenthaler's estate, the Foundation's holdings include an extensive collection of artwork and original papers and materials pertaining to her life and work. For more information, visit [www.frankenthalerfoundation.org](http://www.frankenthalerfoundation.org).

## Description of the Services

The Helen Frankenthaler Foundation (HFF) seeks to engage a **Database Coordinator Consultant** to conduct a review of the Foundation's data management systems and provide recommendations for streamlining and managing the Foundation's data and digital assets, either within the existing systems or by implementing new systems. Consultant expected to work with Foundation staff to identify the shared and unique data management needs of the organization's various programs: Archives, Digital Assets management, Collections, and the associated Helen Frankenthaler Catalogue Raisonné (HFCR). The consultancy is expected to be completed in about five months but may be extended as needed until completion of the project.

## Scope of Project

- Meet with current database users across various departments in the Foundation to assess workflows and data management needs within current systems (CollectiveAccess and NetX).
- Provide initial written assessment, recommendations, and implementation plan to improve existing management of information or to provide other feasible CMS options within the first two months of the consultancy.
- Serve as point of contact with external vendors and/or developers to oversee implementation or migration.
- Manage communications between vendors and staff, set up meetings, and obtain and review proposals.
- Review contracts and onboarding schedules as needed.

## Qualifications, Knowledge, Skills Required

- Experience working with CMS technology and vendors.
- Understanding of macOS within arts organizations.
- Skills to work with small teams in a small office environment.
- Experience working with CollectiveAccess and NetX preferred.

## **Draft Timeline**

Proposals due: February 20, 2024

Proposal selection: March 1, 2024

Project kick-off: Mid-March 2024

Discovery: Mid-March–end of April 2024

Planning/Workflows/Implementation: May–June 2024

Completion by July 31, 2024

A strong proposal will include an outline of the process with a more detailed timeline for deliverables and implementation and the proposed hourly rate or project fee.

## **Fees**

The proposed range for Fees for the Database Coordinator Consultant role is \$75/hour–\$125/hour, commensurate with experience and proposal strength.

Please submit your proposal and resume as a single PDF to [hr@frankenthalerfoundation.org](mailto:hr@frankenthalerfoundation.org) with “Database Coordinator” in the subject line.

Applications close at 6PM, **February 20, 2024**. No phone calls, please.

We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, sexual orientation, gender identity or expression (including transgender status), veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Further, we provide equal opportunities in employment, promotions, training, wages, benefits, and all other privileges, terms and conditions of employment.