

CareerSearch Example: Targeting Your Specialty

You studied ancient cultures, and wrote your thesis on Ancient Egypt. You need a list of museums that have Egypt collections, but you have a pretty broad list of areas where you're looking to locate. We'll show you how to get information on museums that have these collections, and how to create usable output from your search.

Step 1: Finding the Companies

1. From the CareerSearch main window, select **Search**. The Industries screen displays. Click the dot next to **Museums**. The program saves your selection automatically.
2. From the Search screen, select **Locations**. The Locations interface displays.
3. From the Locations screen, select **By Region**. A list of regions displays.
4. Click on the dots next to **Great Lakes, Mid Atlantic, New England, and North Atlantic**.
5. Click **Keywords**. The Keywords selection screen displays.
6. In the Products and Services dialog, type **egypt**. This will limit search results to museums that list Egypt among their list of assets.
7. Click **Search Summary**. The search results interface displays.

Step 2: Reviewing the Search Results

1. Click **Review Results**. A list of museums in the regions you selected that have Egyptian artifact collections displays.

Companies | Contact Selection | Data Summary

Page # 1 | Brooklyn Museum of Art | Sorted by: Company | 7 of 7 selected.

Select all on this page | Clear all on this page | Select all on all pages | Clear all on all pages

Company	State	Phone	Supplier
Brooklyn Museum of Art	NY	(718) 638-5000	REI
Freepor	IL	(815) 235-9755	REI
Kelsey	MI	(734) 764-9304	REI
Oriental	IL	(773) 702-9520	REI
The Chi	IN	(317) 334-4000	REI
The Met	NY	(212) 879-5500	REI
Timexpo	CT	(203) 755-8463	REI

Key: C

Brooklyn Museum of Art

Address
200 Eastern Parkway
Brooklyn, NY 11238
Phone: (718) 638-5000
Fax: (718) 638-5931
Email: information@brooklynmuseum.org
URL: http://www.brooklynmuseum.org

Description
Year founded: 0000
Full Time Employees: 281
Part Time Employees: 69
Part Time Volunteers: 290
Interns: 0
Attendance: 399,817
Overview: Art Museum.
Ownership/Governing Authority: Nonprofit corporation. Parent Institute: The Brooklyn Institute of Arts & Sciences. Subsidiary Institution: Brooklyn Museum Fund, Inc. Tax-exempt: 501(c)(3).
Collection Description: ancient Egyptian art, predynastic through Coptic; Greek & Roman art; Islamic & pre-Islamic Middle Eastern art; Asian art; pre-Columbian Central & South American collections; American Indian collections.

2. Click on the company name if you want to get more information on the one of the companies. A description of the company displays, including contact information for the portfolio manager or managers.
3. Click on the circles next to the company names of companies you want included in any reports you create. By default, all of the companies that match your criteria are selected, so another approach may be to "unclick" companies that you're *not* interested in.

Step 3: Using the Results in Your Campaign

There are two ways to get usable output from your search:

- **Printing the Results**, which allows you to print formatted reports directly from CareerSearch that include the key information regarding the companies you select
- **Exporting the Results**, which allows you to format the output so that it can be imported directly into word processor formats, spreadsheet formats, and contact management software

Printing the Results

1. From the Search Summary screen, select **Print Reports**. The Print Reports Screen displays.
2. Click the format you want next to either **Company Summary** (for a quick list of company names and phone numbers), or **Company Details** (for a more complete company report).

#	Company	State	Phone
1	Brooklyn Museum of Art	NY	(718) 638-5000
2	Freeport Arts Center	IL	(815) 235-9755
3	Kelsey Museum of Archaeology	MI	(734) 764-9304
4	Oriental Institute Museum, Univ	IL	(773) 702-9520
5	The Children's Museum of India	IN	(317) 334-4000
6	The Metropolitan Museum of Art	NY	(212) 879-5500
7	Timexpo Museum	CT	(203) 755-8463

CareerSearch	
Company # 1	Company # 1
Address	Brooklyn Museum of Art 200 Eastern Parkway
City, State Zip	Brooklyn, NY 11238
Phone	(718) 638-5000
Fax	(718) 638-5931
Email	information@brooklynmuseum.org
Web	http://www.brooklynmuseum.org
Year Founded	0000
Full Time Employees:	281
Part Time Employees:	69
Part Time Volunteers:	290
Interns:	0
Attendance:	399,817
Overview:	Art Museum.
Ownership/Governing Authority:	Nonprofit corporation. Parent Institute: The Brooklyn Institute of Art & Music
Brooklyn Museum Fund, Inc. Tax-exempt:	501(c)(3).
Collection Description:	ancient Egyptian art, predynastic through Coptic; Greek & Roman art; Islamic art; pre-Columbian Central & South American collections; American Indian collections; art American prints, drawings & photographs; 27 American period rooms 1675-1930; American & European paintings & sculpture, colonial to contemporary; European paintings & sculpture contemporary paintings & sculpture; outdoor sculpture garden.
Collection Types:	Archaeological/Ethnographical Art; Costumes and Textiles; Decorative Arts; Photography; Sculpture;
Facility Description:	125,000-vol. library of art reference, featuring art history books; periodicals reading room; newly renovated Schapiro Wing provides an additional 30,000 sq. ft. of gallery space; Gerald Cantor Auditorium. Books, international folk art & exclusive items based on designs from
Facility Description:	125,000-vol. library of art reference, featuring art history books; periodicals reading room; newly renovated Schapiro Wing provides an additional 30,000 sq. ft. of gallery space; Gerald Cantor Auditorium. Books, international folk art & exclusive items based on designs from
Activities:	guided tours; lectures; films; gallery talks; concerts; dance recitals; arts festivals; for curatorial & technician apprenticeships; Wilbour fellowships in Egyptology; permanent & temporary
Publications:	handbooks; guides to various collections; Wilbour monographs on ancient art; catalog
Research:	collection-related research; archaeological expeditions to Egypt.
Contact Name	Contact Title
Ms. Alyse Castaldi	Community Committee Chair
Mr. Richard Fazzini	Chairman - Egyptian, Classical & Ancient Middle Eastern Art
Mr. Norman M. Feinberg	Vice Chairman

3. Print the reports using the browser's print feature.

Exporting the Results

1. From the Search Summary screen, select **Save Results**. The Save Results Screen displays.
2. Select a file type from the pull-down menu. File types include text, word processor formats, spreadsheet formats, and contact managers.
3. Click **Continue**. The Select Fields screen displays.
4. Click on the fields you'd like to include in the file type you've selected. These include things like addresses, contacts, and phone numbers. You can choose the order in which you want these listed.
5. Click **Continue**. The Organize Data screen displays.
6. Choose one of the following:

Select	To
New record for each contact	Make a new record from each contact at a company. This is useful for building mailing lists.
Multiple contacts per record	Include all contacts with the basic company information.

7. Click **Continue**.
8. Click **Download Now**. The download process initiates. When the process completes, the output file is downloadable from your CareerSearch login page.