

## **Cataloger**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

*The Museum believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. We strongly encourage applications from people with these identities or who are members of other marginalized groups.*

The Museum seeks a Cataloger to work directly with the Manager of Collections Licensing and Digital Assets. The Cataloger is responsible for creating original cataloging and updating legacy catalog records for two grant-funded projects. The Cataloger will work primarily remotely, three days per week during the Monday through Friday 9-5 EST work week. Some onsite days will be required, to be scheduled in advance. The compensation for this position is \$25 per hour. The Cataloger position is expected to last approximately one year from the date of hire.

### **Roles and Responsibilities:**

- Creates original cataloging and updates legacy catalog records.
- Assists in the maintenance and operation of the Museum's collection management system, including creation and editing of authority files.
- Maintains professional metadata descriptions and standards, including Cataloging Cultural Objects (CCO); Dublin Core; Metadata Object Description Schema (MODS); and Resource Description and Access (RDA).
- Verifies existing filenames to ensure that they meet the Museum's filenaming conventions.
- Other duties as assigned.

### **Qualifications**

- Master's degree from an ALA-accredited library program.
- Minimum two years of experience as a cataloger working in a cultural institution, library, archive, or museum.
- Minimum two years of experience developing and enhancing metadata with understanding of metadata standards and practices, schemas and file formats.
- Demonstrated experience in handling objects.
- Knowledge of digital files and digital asset management.

## **Benefits**

The position offers paid safe and sick time in accordance with NYS applicable law.

Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

## **Working Conditions and Physical requirements**

While performing the essential functions of the job, the Cataloger will work remote three days per week, and onsite two days during the Monday-Friday 9-5 EST work week. The Museum environment is fast-paced and in an open office plan setting and galleries.

In accordance with applicable law, as a term and condition of employment, all candidates must present full vaccination against COVID-19. Reasonable accommodations may be made upon request to Human Resources in accordance with applicable federal, state and local law.

While performing the essential functions of job, the individual must be able to handle collections objects and visually inspect objects and images with acuity. On occasion, the position requires physical activity including climbing ladders; bending, stopping, and kneeling; and lifting up to 40lbs unassisted. Approximately 90% of the time the position is spent in a stationary position operating a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Cataloger** the subject line of your email. Please state desired salary in the email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic*

*status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities. The Museum is an AAP employer.*