

## **Theater Collection Specialist**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

The Museum of the City of New York is seeking a full-time Theater Collection Specialist for a two-year term, with the potential to extend based on funding. The successful candidate will specifically support ongoing work on the Theater Collection, and reports directly to the Vice President, Museum Collections, as a member of the Collections Department. They will oversee a large collection of memorabilia, ephemera, design renderings, drawings, photographs, posters, manuscripts, annotated scripts, scrapbooks, props, costumes, and set models that document New York City theatrical production from the late 18th century to the present. The position provides intellectual and physical stewardship of the Theater Collection and advocates for its use in support of Museum exhibitions and programming.

### **Roles and Responsibilities:**

- Collections Stewardship
  - Implement current standards of intellectual control through arrangement and description, and create finding aids, guides, and/or object cataloging as appropriate.
  - Implement current standards of physical stewardship through object rehousing and providing recommendations for handling and display.
  - Assess collection for content and condition in the context of the Museum's greater mission and the approved Theater Collection Plan, and make recommendations for accession and deaccession in accordance with the plan.
- Outreach and Access
  - Conduct collection tours, propose and deliver presentations about the collection, and support Museum publications that utilize the collection.
  - Manage all Theater Collection access inquiries, including answering requests from the public and staff.
  - Support curatorial staff seeking to incorporate Theater Collection objects in exhibitions and programing; and support inquiries from colleagues in the field interested in potential exhibition loans.
- Project Development and Management
  - Seek out appropriate grant opportunities.
  - Work with Development department to prepare grant applications and reports.
  - Develop internships, interview and hire candidates, and manage interns on an ongoing basis.
- Other duties as assigned.

### **A successful candidate will have:**

- Master's Degree in Information and Library Science, Archival Studies, or Museum Studies.
- Significant undergraduate coursework in theater history, particularly New York City and Broadway productions.
- Foundational understanding and strong interest in New York City history.
- Minimum three years post-graduate experience working in an archives, museum, or special collection.
- Demonstrated ability to manage reference requests and work with public and colleagues in a service capacity.
- Ability to evaluate content and make judgments and recommendations about objects and archival materials.
- Knowledge of current conservation and preservation methods for paper, photograph, and mixed-media objects.

- Excellent written and verbal communication skills; flexible, reliable, and detail-oriented; ability to prioritize tasks and work independently.
- Comfortable presenting in professional settings, including but not limited to the Collections Committee of the Museum's Board of Trustees.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position is based out of the Museum's main building located at 1220 Fifth Avenue, but also includes duties and responsibilities performed at an offsite collections facility. Food and drink is not allowed in the majority of this position's workspace, though appropriate breaks are allowed. Some evening and weekend work may be required at times for special events.

This position prepares and visually inspects objects and images from our collections using computers and other sources. This position requires ascending and descending ladders to retrieve objects from the collection, and positioning self to pick up boxes weighing up to 30 pounds off the floor and carrying to shelving units and other locations within the Museum or the offsite collections facility.

At least 50% of the time is spent in a stationary position operating a computer. Must be able to visually inspect objects and images.

## BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

## 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 **Theater Collection Specialist** within the subject line of your 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, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, 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. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*