

Collections Fellow, Special Projects

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 of the City of New York seeks a part-time temporary Collections Fellow, Special Projects, to support digitization preparation for two different projects: one involving the papers of Harry T. Peters, collector and scholar of American prints and funded by the Robert David Lyon Gardiner Foundation; and a second involving the Museum's Theatrical Design Drawings, and funded by the Institute of Museum and Library Services (IMLS). As a member of the Collections Department, the Fellow will work alongside the Manager of Collections Digital Assets and Licensing, Institutional Archivist, and Associate Registrar to prepare and number items for digitization. This position is budgeted for 275 hours over approximately three months. The Fellow will work three days a week onsite at the Museum located at 1220 Fifth Avenue, during the Monday through Friday 9-5 work week. This position is not eligible for remote work.

Roles and Responsibilities:

The Collections Fellow will prepare items for digitization in accordance with two grant funded digitization projects, and specific responsibilities will include:

- Verifying existing object numbers.
- Numbering un-numbered objects according to the instructions from the Associate Registrar.
- Creating box lists for the photographer.
- Updating master digitization lists for both projects.
- Rehousing objects as needed.

A successful candidate will have:

- Excellent focus while working independently and high level of attention to detail.
- Currently enrolled in an undergraduate or graduate program with a focus on public history, museum studies, library science, or archival management; or comparable experience working in special collections.
- Strong interest in American printmaking, theater, and/or New York City history.
- Excellent computer skills, specifically in MS office suite.

BENEFITS

This position is entitled to paid time off.

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. To be considered, please include **Collections Fellow, Special Projects** 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 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.