

Collections and Exhibitions Assistant

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 Collections and Exhibitions Assistant, to be responsible for the routine maintenance of the Museum collections both onsite and at an offsite storage facility. The Collections and Exhibitions Assistant will assist with exhibition preparation and logistics including but not limited to, object documentation, artifact, and artwork preparation, generating forms, and proofreading exhibition text. The Assistant will work five days a week onsite at the Museum located at 1220 Fifth Avenue, during the Monday through Friday 9-5 work week. This position is a full-time, temporary position through December 31, 2021.

Roles and Responsibilities:

- Assist with the physical handling, preparation and documentation of artifacts and artwork including storage, inventory, framing and matting, and related database maintenance
- Generate exhibition loan letters and agreements, condition reports, object receipts, forms, and correspondence
- Proofread exhibition text, scripts, and guides
- Secure rights and permissions for use in exhibitions
- Oversee shipments, packing, unpacking, and routine work in museum galleries
- Perform exhibition and storage maintenance, such as collecting climate control data, cleaning cases and maintaining inventory and condition of framing stock, preparation supplies, and related materials
- Maintain Collections and Exhibitions Department files
- Other duties as assigned

A successful candidate will have:

- Bachelor's degree required in art, art history, public history, museum studies, or related
- Minimum one year of experience in a cultural institution, gallery, or museum in the areas of art handling and / or collections & exhibition management
- Ability to self-direct and efficiently multitask
- Excellent spelling, grammar, and copyediting skills
- Demonstrated attention to detail
- Knowledge of art media and art handling, packing, and shipping methods
- Knowledge and understanding of museum best practices, and appropriate care and handling for a wide range of formats

BENEFITS

Eligible for health insurance including medical, dental and vision; 401K retirement plan and 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 and Exhibitions Assistant** 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.