

## **Centennial Research Fellow**

*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 full-time, temporary Research Fellow (35 hours per week for a term of one year) for its upcoming centennial exhibition scheduled to open in 2023. We will celebrate and interrogate depictions of New York City in media and the arts over the past one hundred years.

This is a full-time, temporary position for one year, with a salary range \$45,000-\$55,000, commensurate with experience.

### **Roles and Responsibilities:**

The Fellows will primarily support curatorial staff by conducting object, image, and historical research online and in archival collections and presenting that research to the curatorial and design team.

Additional responsibilities will include:

- Clerical tasks related to the exhibition, such as generating loan forms and agreements
- Proofreading exhibition copy and generating basic object label information
- Researching provenance information and securing permissions for exhibition materials
- Compiling and entering data as well as managing and maintaining the exhibition checklist
- Assisting with administrative tasks as needed

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

- Bachelors degree in History, or a related field, experience in public history projects or Masters degree in related field preferred.
- Excellent written and verbal communication, interpersonal skills and ability to work with diverse groups of individuals.
- Demonstrated proficiency with Word, Excel, and PowerPoint
- Collegial, with ability to work collaboratively and independently
- Self-motivated, detail-oriented and excellent organizational skills

## Benefits

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy, including 12 sick days per year, vacation, and 12 holidays.

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

## Physical requirements

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or reach for objects, converse and project voice, . The employee must occasionally lift and or move up to 15 pounds. Specific vision abilities required include close vision, distance vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate and environment may be fast paced at times.

In accordance with NYC Executive Order 225 proof of COVID-19 vaccination is required. Reasonable accommodations may be made upon request in accordance with applicable federal, state, and local law.

## HOW TO APPLY

Please email your resume and cover letter in pdf format 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 **Centennila Research Fellow** within the subject line of your email, and include a writing sample demonstrating archival research. Writing sample can be an excerpt of a senior level or masters' thesis.

*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.*