

Costume Collections Manager

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.

Working closely with Curators and Collections staff, the Collections Manager of Costume is responsible for the care and documentation of the Museum of the City of New York's costume collection. In this capacity, the Collections Manager of Costumes facilitates activities in the galleries and Costume Collection storerooms, executing best practices in collections care and coordinating conservation as appropriate. The Collections Manager will maintain and expand on record keeping directly related to the costume collection. The Collections Manager will also be involved in developing policies and standards for judicious acquisition and deaccessioning of objects.

Roles and Responsibilities:

- Manage the collections storage and study facilities and be responsible for the overall maintenance of the collection under the supervision of the Director of Collections.
- Document costume collection activities in the CMS.
- Condition check costumes and determine if outside conservation is required.
- Coordinate and oversee any art handlers or conservation staff related to costume projects.
- Implement a schedule for collection moves and establish best practices for workflow.
- Ensure costume storage on-site is maintained to the highest standards.
- Help make objects available to MCNY staff
- In conjunction with the curator, evaluate and manage costume rotations for exhibitions.
- Administer costume collection's budget as part of overall Collections Department budget
- Oversee processing and integration of objects – new acquisitions – into the collection.
- Oversee collection assessment and deaccessioning process.
- Oversee Pest Management in costume storage.
- Maintain conservation and storage supplies pertaining to management of costume collection.
- Cultivate a collaborative and thoughtful work environment that yields success and productivity.
- Occasional assistance with non-costume collections will be required.
- Perform other duties as assigned

A successful candidate will have:

- Minimum 5 years of experience working in a collection containing costume and textile artifacts
- Minimum 2 years management experience
- Knowledge of costume history and a MA degree in Museum Studies, Costume History, or a related degree
- Demonstrated experience with costume handling, packing, transport and storage
- Strong understanding of preventive conservation guidelines for costume including best practices in art handling, gallery and storage materials and supports
- Demonstrated organizational and planning skills
- Ability to manage multiple concurrent projects with a demonstrated attention to detail
- Advance knowledge of a collections management system
- Strong proficiency in computer applications, particularly the Microsoft Suite including Teams preferred

Working Conditions and Physical Requirements

The position is primarily based out of the Museum's main building located at 1220 Fifth Avenue. Food and drink are not permitted in the majority of this position's workspace, though appropriate breaks are allowed. Work usually takes place over a 9-5 workweek, Monday through Friday, during regular business hours. Evening and weekend work may be required at times.

Must be able to handle collections objects and inspect objects and images. This position requires candidates to move about the Museum or facility while also positioning oneself to move and transport equipment up to 30 pounds or more. Candidate must also be comfortable ascending and descending ladders and moving oneself to a kneeling position to retrieve boxes and other items.

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.

HOW TO APPLY

Please email your resume and cover letter in pdf format, labeled First, Last Name to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Costume Collections Manager** within the subject line of your email. The annual salary range is \$55,000-\$75,000, commensurate with experience.

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.

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.