

Shelby White & Leon Levy Institutional Archivist

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 is seeking a full-time Institutional Archivist for an initial period of two years with extensions possible, supported by a generous grant from the Leon Levy Foundation. The successful candidate will be responsible for managing the Museum's institutional archives program and supporting preparation for the Museum's Centennial, in 2023. Reporting directly to the Director of Collections, the Shelby White & Leon Levy Institutional Archivist will expand upon a processing plan for the institutional archives, provide access, implement an outreach strategy, identify digitization priorities, and facilitate records retention policies and procedures.

The annual salary range for the position is \$60,000 – \$65,000

Roles and Responsibilities:

- Serve as the custodian of all institutional archives, including, but not limited to:
 - Respond to and oversee internal research inquiries and appointments.
 - Facilitate records transfers from staff and incorporate them into institutional archives.
- Processing
 - Assess backlog and expand processing plan.
 - Implement an arrangement for the institutional archives.
 - Formalize a procedure for the removal of redundant and non-archival records.
- Description
 - Write finding aids and container lists for institutional archives.
 - Maintain and update any existing descriptive documents as work progresses.
- Access and Outreach
 - Routinely update internal stakeholders as the collection becomes available for research.
 - Conduct regular training sessions to familiarize staff with retention policies and records transfer procedures.
- Digitization
 - Nominate series for digitization.
- Future Planning
 - Update records retention policies in accordance with current standards.
 - Participate in any planning for the institution's digital recordkeeping.
 - Support Centennial planning and programming as it related to the Museum's history.
 - Other duties as assigned.

A successful candidate will have:

- A Master's Degree in Information and Library Science
- Dedicated coursework in archival studies and records management.
- At least two years post-grad professional experience in an institutional or corporate archive.
- Familiarity and interest in New York City history and museums in general.
- Fluency in the complete MS Office suite and other digital applications.
- Familiarity with general object handling and preservation best practices.

- Highly organized, with excellent verbal and written communication skills.
- Ability to work independently or collaboratively on multiple projects simultaneously.

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. 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 to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Institutional Archivist** within the subject line of your email.

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. The Museum is an AAP employer.