

*Museum of the City of New York*

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**Job Title:** Associate Collections Manager

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**Reports to:** Registrar  
**Department:** Collections  
**FLSA Status:** Exempt

**Summary/Objective:**

In concert with the Collections Department, the Associate Collections Manager is responsible for the care, preservation, and documentation of the Museum of the City of New York's collection. In this capacity, the Associate Collections Manager facilitates activities in the galleries and collection storerooms, both on-site and off, executing best practices in collections care, database management, and exhibition preparation as appropriate.

**Duties and responsibilities:**

Essential responsibilities include, but are not limited to, the following:

- Responsible for the overall maintenance of the collection under the supervision of the Registrar.
- Ensure collection workspaces, galleries, and storage on and off-site are maintained to the highest standards.
- Document collection activities in the CMS, Museum Plus
- Condition check collection objects and determine if outside conservation is required.
- Coordinate and oversee any art handlers, conservation staff, or interns related to collections projects.
- Implement a schedule for collection moves and establish best practices for workflow.
- Develop and implement inventory projects.
- Help make objects available to MCNY staff.
- In conjunction with the curator, evaluate and manage rotations for exhibitions.
- Oversee collection assessment and deaccessioning process and paperwork.
- Working with the curators, oversee the acquisition process.
- Oversee Pest Management in storage.
- Maintain conservation and storage supplies pertaining to management of collection.
- Cultivate a collaborative and thoughtful work environment that yields success and productivity.
- Assist with exhibition preparation and installation.

**Qualifications**

- Minimum 5 years of experience working with an arts or historical collection
- Integrated Pest Management experience
- Master's degree in art history, museum studies, or a closely related field.
- Demonstrated experience with object handling, packing, transport and storage

- Experience in preventative conservation, including strong understanding of best practices in object handling, exhibition, and storage materials and supports
- Demonstrated organizational and planning skills
- Ability to manage multiple concurrent projects with a demonstrated attention to detail
- Familiarity with box making and other hands-on storage maximizing practices
- Advance knowledge of a collections management system
- Proficiency in computer applications, particularly the Microsoft Suite including Teams

### **Working Conditions**

While performing the essential functions of the job, the Associate Collections Manager works onsite and at our Collections Warehouse. Travel and evening and weekend work may be required at times. Portions of the workday may be spent in non-traditional workplaces, including but not limited to: loading docks, collections storage facilities, airport cargo areas, and riding on art transport trucks. In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical requirements**

While performing the essential functions of job, the individual must be able to stand in galleries during installation or deinstallation for several hours at a time. Must be able to handle collections objects and visually inspect objects and images. This is a physically active job, and they must be comfortable climbing ladders; bending, stopping, kneeling; lifting up to 20 lbs. unassisted. Approximately 50% of the time may be spent in a stationary position operating a computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **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](mailto:jobs@mcny.org). To be considered, please include **Associate Collections Manager** within the subject line of your email.

*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.*