

## **Art Handler**

*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.*

Reporting to the Registrar, the Art Handler is responsible for the safe handling, moving, and installation of objects in the Museum of the City of New York's collection or on loan to the Museum. In this capacity, the Art Handler facilitates activities in the galleries and collection storerooms, both on-site and off, executing best practices for the packing, handling, installation, and movement of objects.

### **Roles and Responsibilities:**

- Handle, move, and install historical and art objects
- Prepare, install and de-install objects for exhibition including matting and framing and other basic mounts
- Maintain exhibition spaces; dust and lightly clean collection objects and casework as needed according to standard museum best practices
- Document collection activities in the CMS
- Work with the Curator and Director of Exhibitions Installation and/or others to offer insight into the exhibition and object layout
- Assist with inventorying of the collection
- Assist in the receipt, dispersal, packing, crate handling, transporting and storage of objects
- Oversee temporary art handlers, ensuring they comply with best practices for collections care
- Maintain inventory of all materials, equipment and hardware required for the duties described above and coordinate timely purchase of required materials
- Assist with physical installation and structural maintenance of audiovisual and interactive components in galleries
- Install in-house generated exhibition graphics, including wall text and object labels
- Maintain woodshop

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

- 3+ years related experience within a professional arts or historical organization
- Demonstrated experience handling, installing, and mounting a variety of 2-dimensional and 3-dimensional art objects in a variety of media
- Knowledge of installation materials and techniques and art packing/ box making
- Excellent time management, strong organizational and problem-solving skills
- Experience in the safe operation and maintenance of a variety of hand and power tools, hydraulic lifts, fork and scissor lifts
- Working knowledge of a collections management system
- Proficiency in computer applications, particularly the Microsoft Suite including Teams and Sharepoint

## **BENEFITS**

The salary for this position is \$53,000. 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 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 **Art Handler** 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, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, 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. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*