Assistant, Image Rights and Collections

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world’s most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city’s past, present, and future.

The Image Rights and Collections Assistant is an essential member of the Collections team responsible for licensing images of works in the collection of the Museum of the City of New York. The Assistant will also assist the Collections Department with limited administrative duties. This full-time position reports directly to the Director of Collections.

Roles and Responsibilities:

- Responsible for licensing images of works within the collection
- Respond to queries regarding image rights or collections portal both internally and externally
- Upload object related data to Collections Portal
- Reorganize image storage via Collections Portal
- Digitize collection documentation and upload to CMS
- Track budgets, working with the Registrar and Director of Collections
- Create, deliver, and track all outgoing invoices
- Coordinate procurement and invoice processing for equipment, services, and supplies with approved vendors.
- Support Director of Collections in creation of reports and PowerPoints for Collections Committee and other board meetings and Museum-wide meetings as required
- Coordinate with off-site storage property management
- Working with registrars, coordinate incoming courier arrangements including booking hotels, coordinating per diem and travel arrangements
- Contribute to updating Collections Management System (TMS) and use TMS to support collection research requested by the public and other departments.
- Assist Director of Collections and Registrar with administrative matters as needed

A successful candidate will have:

- Experience with image licensing
- Advanced experience using online databases
- Strong organizational skills and the ability to multi-task in a fast-paced environment.
- Ability to collaborate with others to accomplish departmental and organizational priorities
- Self-driven with the ability to work independently on assigned projects, and a proven ability to meet deadlines.
- Experience working within and managing a budget
- Commitment to diversity, equity, inclusion, and access principles in the workplace
- Strong interpersonal skills, courteous and professional demeanor
- Excellent communication skills, both written and verbal
- Attention to detail, strong analytical and critical thinking skills
- Experience with Microsoft Office preferred
- Experience in a museum a plus
Physical Requirements & Work Environment

Sedentary work. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. On occasion, the employee may be required to work outside events with weather conditions including heat and cold.

BENEFITS

The salary for this position is $50,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

Your employment relationship with the Museum qualifies you for free or discounted admission 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. To be considered, please include Assistant, Collections 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, socioeconomic 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.