



Registration Assistant

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 **Registration Assistant** is an essential member of the Collections team that will be responsible for maintaining the intellectual and physical control of both the Museum's collections objects and those loaned to the Museum for exhibition in conjunction with the Head Registrar and Assistant Registrar.

This is a part-time, temporary position that reports directly to the Head Registrar with additional oversight by the Assistant Registrar. This position requires the ability to travel as needed.

Roles and Responsibilities:

Working independently, duties of this temporary position may include, but are not limited to, the following:

- Assist in the coordination of all practical arrangements for exhibitions, including loan negotiation, contract and loan agreement preparation, packing, transport, insurance, and couriers (when necessary).
- Directly handle the unpacking/packing, record packing notes, and conduct condition examinations once loans are on-site, in addition to accessioned objects already on site.
- Assist in the maintenance of registrarial information in exhibition databases (Smartsheet, Teams, TMS Collections), including cataloging and reference image uploads.
- Assist in the coordination of packing and transport for incoming acquisitions, and directly handle the unpacking/packing, record packing notes, and conduct condition examinations once on-site.
- Update and maintain collections management database records including cataloging and reference image uploads.
- Perform other duties as needed

A successful candidate will have:

- A minimum of two years of experience in registration work, along with demonstrated knowledge of collections care i.e. the appropriate care, handling, and storage for a wide range of formats.
- The ability to coordinate and manage multiple concurrent projects.
- Demonstrated attention to detail.
- Strong understanding of proper documentation for acquisitions, collections objects, and loans.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- The desire to work in a collaborative, supportive environment
- The adaptability to work flexibly, including taking the lead on certain projects, working independently on others, and asking for guidance and assistance
- Excellent written and verbal communication skills
- Experience with Microsoft Office preferred

Physical Requirements & Work Environment

Must be able to remain in a stationary position 50% of the time and able to traverse through office and museum gallery environment. Requires the ability to operate standard office equipment including computers and keyboards for extended periods of time. 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 range for this position is \$40 per hour. Your employment relationship with the Museum qualifies you for free or discounted admission to other participating cultural institutions.

Currently, MCNY operates on a hybrid schedule. This position requires two days in the office (Wednesdays and Thursdays) and the possibility for occasional remote work as job requirements allow.

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 **Registration Assistant** 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 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.