



## **Director of Collections**

*The Museum of the City of New York (MCNY) 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.*

MCNY seeks an experienced and visionary collections professional specializing in American art, artifacts, and material culture for the Director of Collections role. This position leads daily operations for the Museum's collections, including collections development, assessment, and ensuring best care practices. Responsibilities encompass overseeing collections management, accessioning, deaccessioning, digitization, exhibitions installation, rights and reproductions, loans, satellite storage, and institutional archives. The Director of Collections collaborates with the Curatorial team to strategize collection enhancement reflecting and representing our city. This is a full-time, regular, position that reports directly to the Chief Curator, serves on the senior staff team, and leads a department of 10 staff members, including managers and art handlers.

### **Roles and Responsibilities:**

- Direct the intellectual and physical oversight of an approximately 750,000 object collection stored in two separate locations according to best practices; plan for the future of the Museum's storage facilities for a collection that includes furniture, decorative arts, paintings and sculpture, costumes and textiles, manuscripts and ephemera, theatrical designs and ephemera, vehicles, archaeological materials, prints and photographs, and more.
- Champion the use of Museum collections in exhibitions programming; support the curatorial team to implement new exhibitions that highlight the collection.
- Identify and plan collection projects consistent with institutional priorities; seek out appropriate funding opportunities for said projects; and author grant applications with Head Registrar and team.
- Working under the direction of the Museum's President and Director and the Chief Curator, serve as staff liaison to the Collections and Storage Committees of the Board of Trustees; represent the Collections Department at selected Executive Committee and Board of Trustee meetings.
- Support and direct the team dedicated to collections digitization and Rights and Reproductions, including interdepartmental requests for digitization services, such as photography.
- Provide oversight and leadership for ongoing collections assessments, development, and refinement, following and updating Board-approved collecting plans in each collecting area.
- Oversee the Institutional Archives Program.
- Oversee, in cooperation with the Head Registrar, the President and Director, Chief Curator, CFO, and COO in planning, organizing, and controlling collections budgets, including a number of restricted short-term projects.
- Oversee and train couriers for collections loans; on occasion serve as courier with Head Registrar
- Document and refine workflows and processes for acquisitions, loans, inventory etc.
- Support the Head Registrar and Collections Database Administrator in overseeing the collections management system and online Collections Portal software and manage vendor relationships.
- Hire, train, and onboard new staff.
- Perform other duties as needed

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

- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- Advanced Degree in Museum Studies, Library and Information Science, Archival Studies, or comparable field, or equivalent experience.

- Minimum seven years of direct museum collections experience, progressively in leadership roles overseeing team management, recruitment, development, and organizational restructuring.
- Administrative experience and skills, including budgeting, financial oversight, and project planning.
- Experience handling a variety of materials with understanding of current best practices in Collections Care.
- Experience couriering artwork internationally with the ability to travel as needed.
- Understanding of NAGPRA, CITES and other laws directly relevant to collections care.
- Experience writing and managing grants, with a record of fundraising success.
- Thorough knowledge of best practices, including but not limited to conservation and preservation, IPM, governance and documentation, and rights and reproductions.
- Comprehension of digital asset management practices and object cataloging and metadata standards. Experience with TMS and Microsoft Office preferred.
- The desire to work in a collaborative, supportive collegial environment
- Excellent written and verbal communication skills

### **Physical Requirements & Work Environment**

This role requires being stationary for 50% of the time and navigating office and museum environments. Proficiency in operating office equipment and occasionally lifting up to 25 pounds is essential, along with significant wrist, hand, and finger movements. Strong visual acuity (close, distance, color, and peripheral vision) is necessary for tasks like data analysis and computer use. Occasional outdoor work and travel within the five boroughs may be required.

### **BENEFITS**

The salary for this position is \$110,000. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 13 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 Jennifer Krauss, Jennifer Krauss Recruiting, [jen@jenniferkrauss.com](mailto:jen@jenniferkrauss.com).

*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.*