

NEW YORK TRANSIT MUSEUM

POSTING DATE: September 27, 2024

JOB TITLE: Research Archivist

HOURS OF WORK: 9:00 AM – 5:00 PM Monday – Friday - Flexible schedule as required

SUMMARY:

The Research Archivist position at the Friends of the New York Transit Museum is a crucial role in managing and preserving the museum's extensive collection related to New York's public transportation history. Here's a breakdown of the responsibilities and qualifications for the position:

Responsibilities:

- **Assisting Researchers:** You'll help researchers by setting up appointments and facilitating their requests for materials.
- **Document Handling:** This includes scanning, photographing, or copying materials requested by researchers, ensuring that the originals are preserved.
- Catalog archival material at collection, series, or item levels.
- Create DACS-compliant finding aids.
- Create, edit and publish Finding Aids & Pathfinders online.
- With the Archives and Curatorial teams, identify priority collections based on researcher needs and preservation concerns.
- **Rights and Reproduction:** You'll oversee invoices and contracts related to rights and reproduction, tracking payments and managing contracts.
- **Research Compilation:** Compile research materials as requested by the museum's staff.
- **Social Media Promotion:** Create and manage posts on various social media platforms to promote the museum's collection and curatorial activities.
- **Online Content:** Photograph, scan, and record content for online access. Update the online web portal and assist in putting Finding Aids and Pathfinders online.
- **Collections Management:** Assist in processing incoming collections, evaluating new acquisitions both onsite and offsite.
- **Collection Committee:** Participate in the museum's collection committee.
- **Supervision:** Supervise interns, college aides, and grant-funded processing projects when necessary.

In addition, the Research Archivist may be asked to:

- **Grant Writing:** Assist the Development Office with grant writing descriptions as needed.
- **Exhibit Support:** Fact-check and proofread exhibit scripts, assist in putting together materials for public programs, and contribute to presentations promoting the museum and its collections. Help with the installation and removal of exhibits when needed.
- Assist with overseeing security and environmental conditions in all collection storage spaces.

Qualifications:

- **Educational Background:** A master's degree in museum studies, library and information studies, archival studies, history, or a closely related field is preferred.
- **Interest in Transportation History:** Knowledge and an interest in New York transportation history are essential.
- **Public Speaking:** Comfortable with public speaking and participating in public programs that promote the museum's collection.
- **Social Media Savvy:** Experience and an interest in social media management.
- **Archival Skills:** Theoretical and practical knowledge of current cataloging procedures and standards. Demonstrable experience working with a variety of archival materials, including (but not limited to) photographic, moving image, and born-digital materials. Knowledge of best practices in handling and preserving archival materials, including a firm understanding of copyright law.
- **Project Management:** Excellent project management skills.
- **Technical Skills:** Understanding and proficiency in archival metadata standards and authorities such as DACS, AAT, and LCSH. Proficiency in Microsoft Office, Photoshop, scanning, database management, and familiarity with Collection Management Systems (especially Past Perfect). Basic knowledge of digital photography is required.
- **Flexibility:** Must be available to work a flexible schedule as needed.
- **Communication Skills:** Excellent written and verbal communication skills. Experience with public speaking and willingness to participate in public programs that promote the Museum and its mission.
- **Team Player:** Ability to work productively, both independently and as a team member on a variety of simultaneous workflows.
- **Patience and Sense of Humor:** Patience and a sense of humor are valued qualities for this role.
- **Valid New York State Drivers License Required**

Physical Requirements:

- Frequently twist/bend/stoop/squat, grasps lightly/fine manipulation, grasp forcefully, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 40 pounds when working with collection materials.
- Occasionally stand/walk, reach/work above shoulders, writing by hand, kneel/crawl, climb (ladders, scaffolds, or other).

ABOUT THE TRANSIT MUSEUM:

The New York Transit Museum is a premier institution dedicated to urban public transportation history. It offers exhibitions, tours, educational programs, and workshops focused on the cultural, social, and technological history of public transportation. Housed in a historic 1936 IND subway station in Downtown Brooklyn, the museum shares the rich history of the region's extensive public transportation networks with local, regional, and international audiences.

The Research Archivist position is employed by the museum's non-profit affiliate, Friends of the New York Transit Museum.

Salary: \$65,000 - \$75,000 Benefits package includes health, dental, and vision.

Qualified individuals interested in this job opening must apply by e-mail. Resume and cover letter should be sent as .doc or PDF to: lisahr@nytransitmuseum.org Specify subject as "Research Archivist" Due to high volume of applicants, only those who qualify for an interview will be contacted.

Submission Deadline: October 30, 2024

Friends of the New York Transit Museum is an equal opportunity employer.