

Employment Opportunity: American Art Specialist



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. The Museum is riding an exciting wave of success and is in the midst of a revitalization of its mission and operations, which centers on the renovation and expansion of its historic building, the advancement of the stewardship of its collections, and new and ambitious exhibitions, publications, and public and school programs.

The Museum of the City of New York seeks a part-time American Art Specialist to oversee the intellectual and physical control of the Museum's furniture, decorative arts, paintings, and sculpture collections, which date from the 17th century to the present. The American Art Specialist will continue ongoing assessments and work to develop a collecting plan in support of the Museum's mission for all areas. The position reports to the Director of Collections, and maintains many other critical partnerships, including with other collections staff, curators, and conservators. This is a 21 hour/week, twelve-month position, with an opportunity to renew based on funding. The American Art Specialist will need to work well independently and be a motivated self-starter, yet also have exceptional verbal and written communication skills, as the majority of his or her working hours will be spent at the Museum's offsite facility in Brooklyn.

Please visit our website to learn more about our collections: <http://www.mcny.org/collections>

RESPONSIBILITIES:

- Oversee the care of the furniture, decorative arts, paintings, and sculpture collections.
- Introduce current standards of intellectual and physical control over objects, and update all catalog records in the Museum's collections management system MuseumPlus according to set metadata standards and controlled vocabularies.
- With guidance from the Director of Collections, assess objects for content and condition in the context of the Museum's greater mission, collections policies, and potential to support Museum programming.
- Develop criteria for areas where assessment is not yet underway.
- Begin working on collecting plans for Paintings, Sculpture, Furniture, and Decorative Arts.
- Collaborate with other Collections staff as needed to facilitate access.
- Make recommendations for digitization, conservation, and rearrangement projects.
- Supervise an American Arts intern(s).

QUALIFICATIONS:

- Master's degree in Material Culture Studies, American Art History, or related field.
- A minimum of two years of professional, post-graduate experience in a cultural institution, gallery, or museum working directly with collections objects.

- Previous experience and a high level of comfort with using collections management systems, basic understanding of controlled vocabularies, and exposure to Cataloging Cultural Objects (CCO) metadata standard.
- Familiarity with other comparable and related museum collections, relevant reference resources, and research facilities.
- Demonstrated attention to detail, consistency, and thoroughness.
- Ability to work well independently in a non-traditional work environment.
- Excellent verbal and written communication skills.
- Knowledge and understanding of museum best practices and appropriate care and handling for a wide range of formats.
- Ability to lift up to 30lbs.
- Knowledge and strong interest in New York City history.

As an hourly, part-time position, it is not eligible for the Museum's full benefits package, but it does accrue paid time off.

Please send resume with cover letter and salary history to the Museum of the City of New York, Attention: Collections Department, 1220 Fifth Avenue, New York, New York 10029 or email collections@mcny.org. To be considered, please include American Art Specialist 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. Museum of the City of New York is an equal opportunity employer and considers all candidates for employment regardless of race, sex, age, gender identification, national origin, creed, disability, marital status or sexual orientation.