

## Museum of the City of New York

### Position Description: Project Assistant Archivist



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 seeks a part-time temporary Assistant Archivist for a position funded by the Robert David Lion Gardiner Foundation to reunite, process, arrange, and describe in an archival finding aid the *Edward Floyd de Lancey collection*, a group of approximately 780 manuscript items pertaining to the lives of many notable New York families during the 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> centuries. The position term is for 380 hours, beginning in January 2018 and to be completed over approximately four and a half months (three days a week). The position reports to the Director of Collections, with day-to-day support and oversight provided by the Collections Access Archivist.

#### Responsibilities:

- Search the Museum's entire manuscript collection to reunite the *Edward Floyd de Lancey collection*, which was previously sorted according to family name or type of material – such as insurance documents, property records, or military papers – and integrated into various thematic collections.
- Attempt to establish original provenance; if the original order cannot be determined, establish a new arrangement as a unified collection according to archival principals, including the creation of a series and sub-series structure.
- Conduct research on individuals, events, and locations documented through the manuscripts, including visiting other repositories and research institutions.
- Write a DACS (Describing Archives, a Content Standard) compliant finding aid for the *Edward Floyd de Lancey collection*, with a supporting container list.
- Rehouse material as needed.
- Ability to adhere to strict schedule and meet monthly milestones for processing and description.

#### Qualifications:

- Master's degree in Information and Library Science, with a specific focus in Archival Studies.
- Minimum 1-year cumulative experience processing archival collections at relevant internships.
- Previous experience handling fragile manuscript materials.
- Familiarity to with Describing Archives, a Content Standard (DACs), Library of Congress Name and Subject Authorities, and Getty Research Institute vocabularies.

- Knowledge or demonstrated interest in New York City in the 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> centuries.
- Demonstrated attention to detail, highly organized, and ability to work independently.

Please send resume with cover letter to the Museum of the City of New York, Attention: Human Resources Department, 1220 Fifth Avenue, New York, New York 10029 or email to [echapin@mcny.org](mailto:echapin@mcny.org). To be considered, please include *Project Assistant Archivist* within the subject line of your email.

As this position is grant funded, hourly wage of \$25 is not negotiable. The position is part-time, for a duration of 380 hours to be completed over four and half months, beginning in January 2018. The position is not eligible for employee benefits, though the Museum does pay FICA on the position's wages.

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, 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. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.