



PROJECT ASSISTANT PHOTO 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. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a full-time temporary Assistant Photo Archivist for a twelve-month, grant funded position to process, catalog, and evaluate over 2,200 photography assignments captured by over 40 different photographers for *LOOK* Magazine. The position directly reports to the Curator of Prints and Photographs and Collections Access Archivist.

MAJOR RESPONSIBILITIES

- Working from existing descriptive job worksheets for each assignment, create assignment-level catalog records in the Museum's Collections Management System (CMS), MuseumPlus, following the Museum's local cataloging manual and using a standard lexicon.
- Using data exported from newly created records in CMS, write a DACS compliant finding aid for the *LOOK* Collection.
- Develop criteria and organize a worksheet for evaluating assignments for quality, mission fit, and humanities significance, in order to establish future digitization priorities.
- Hire and oversee a part-time temporary Digital Imaging Assistant, who will be scanning a representative 5% of each assignment, and several interns.
- Verify intern research on photographer biographical and copyright information, and create photographer records in the CMS.
- Adhere to strict schedule and meet monthly milestones for processing and cataloging.

COMPETENCIES & SKILLS

- Master's degree in Information and Library Science, with a specific focus in Archival Studies.
- Minimum 1-year post-graduate experience processing archival collections and writing finding aids.
- Previous experience handling photographic materials, especially flexible film.
- Familiarity to Cataloging Cultural Objects (CCO) data content standard, 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 during the mid-20th century, and photography.
- Previous experience working with collections management systems such as MuseumPlus, TMS, or PastPerfect.
- Demonstrated attention to detail, highly organized, and ability to work collaboratively

BENEFITS

As the position is grant funded, the annual salary is not negotiable. The position is full time, for one year, and includes full-time staff benefits.



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 **PROJECT ASSISTANT PHOTO ARCHIVIST** 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, 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.