

### **Shelby White & Leon Levy Institutional 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 of the City of New York is seeking a full-time Institutional Archivist for an initial period of six years, supported by a generous grant from the Leon Levy Foundation. The successful candidate will be responsible for establishing the Museum's institutional archives program and supporting preparation for the Museum's Centennial, in 2023. Reporting directly to the Vice President, Museum Collections, the Shelby White & Leon Levy Institutional Archivist will develop a processing plan for the institutional archives, provide access, implement an outreach strategy, identify digitization priorities and facilitate records retention policies and procedures.

#### **Roles and Responsibilities:**

- Serve as the founding custodian of all institutional archives, including, but not limited to:
  - Respond to and oversee both internal and external research inquiries and appointments.
  - Facilitate records transfers from staff and incorporate them into institutional archives.
- Processing
  - Assess backlog and develop a processing plan.
  - Implement an arrangement for the institutional archives.
  - Formalize a procedure for the removal of redundant and non-archival records.
- Description
  - Write finding aids and container lists for institutional archives.
  - Maintain and update any existing descriptive documents as work progresses.
- Access and Outreach
  - Routinely update internal/external stakeholders as the collection becomes available for research.
  - Conduct regular training sessions to familiarize staff with retention policies and records transfer procedures.
- Digitization
  - Coordinate digitization of Annual Reports with Senior Photographer.
  - Nominate additional series for digitization.
- Future Planning
  - Update records retention policies in accordance with current standards.
  - Participate in any planning for the institution's digital records.
  - Support centennial planning and programming which draws upon the institution's archives or speaks to its history.
  - Other duties as assigned.

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

- A Master's Degree in Information and Library Science
- Dedicated coursework in archival studies and records management.
- At least two years post-grad professional experience in an institutional or corporate archive.
- Familiarity and interest in New York City history and museums in general.
- Fluency in the MS Office suite, email, internet, and other digital applications.
- Exposure to general object handling and conservation best practices.

- Highly organized, with excellent verbal and written communication skills.
- Ability to work independently or collaboratively on multiple projects simultaneously

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position is based out of the Museum's main building located at 1220 Fifth Avenue. Food and drink is not permitted in the majority of this position's workspace, though appropriate breaks are allowed. Work usually takes place over a 9-5 workweek (hour unpaid lunch daily), Monday through Friday, during normal business hours. Evening and weekend work may be required at times.

Must be able to handle collections objects and inspect objects and images. This position requires candidates to move about the Museum or facility while also positioning oneself to move and transport equipment up to 30 pounds. Candidate must also be comfortable ascending/descending ladders, moving oneself to a kneeling position to retrieve boxes and other items.

## BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401k savings plan.

## 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](mailto:jobs@mcny.org). To be considered, please include **Shelby White & Leon Levy Institutional 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.*