

# NEW YORK TRANSIT MUSEUM

**POSTING DATE:** August 7, 2018 until August 30, 2018  
**JOB TITLE:** Registrar  
**SALARY RANGE:** Commensurate with Experience  
**HOURS OF WORK:** 9:00 AM – 5:30 PM Monday – Friday; Flexible schedule as required

## **SUMMARY:**

Friends of the New York Transit Museum is hiring a Collections & Exhibitions Registrar for its growing collection. The New York Transit Museum (NYTM) collects, preserves and presents material relating to the region's public transportation, past and present, focusing on the agencies of the Metropolitan Transportation Authority and their predecessor companies. Established in 1976, NYTM currently holds a collection of more than 4,300 cubic feet of historical records and approximately 8,000 artifacts, including historical vehicles like subway cars and buses. The Registrar works as part of the Curatorial Department team in the acquisition, management, exhibition and outreach of the Museum Collection.

## **RESPONSIBILITIES:**

- As part of the Museum's Collection Committee, survey and assess potential acquisitions, including objects in situ or in field situations, to determine appropriateness to museum collections.
- Conduct and lead Collection Committee agendas for the approval process on potential acquisitions.
- Oversee legal paperwork including deeds of gift, transfer forms, or purchase agreements and the assignment of accession, loan or education/reference collection numbers.
- Generate and maintain accurate records of all accessions, loans, transfers, conservation treatment, movement, damage/loss, removal and/or disposal of the Museum's collections, according to professional museum standards.
- Track all movement of collections assuring exact location knowledge, including recording, labeling, packing, arranging shipping, and insurance coverage as necessary.
- Create and manage computerized catalog records, documentation images, and research files for collection objects.
- Manage all logistics of incoming and outgoing loans, and traveling exhibitions including insurance coverage and packing and shipping when necessary.
- Maintain, as necessary, the proper environmental conditions for collections by regularly monitoring heating, cooling, humidity levels etc. for items in the museum's multiple storage facilities and on display, and alert proper sources if adverse conditions develop.
- Participate in all aspects of installation and removal of exhibits, including creating condition reports, packing objects and coordinating and supervising shipping of collection items, loans, and exhibit furniture in all museum locations.
- Create and maintain exhibit records in the Museum Collection Management system *PastPerfect*
- Participate in exhibition development process, working collaboratively with project teams.
- Monitor condition of objects on display in museum which includes assisting with maintenance of exhibits, turning exhibits on/off and monitoring exhibits, including rolling stock inventory. Provide hands-on maintenance and conservation of objects according to the incumbent's knowledge and abilities.
- Handle requisitions and orders, and maintain adequate supply and materials for collections care, shipping, and storage.
- Provide assistance and input for public programming and outreach to promote the Museum and its Collection. This will be in the form of onsite public program activities and online through various approved social media platforms.
- Participate in the all general activities of the Curatorial Department, including the supervision of staff and interns, and special events, as required.

## **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of museum registration methods, techniques and management information systems
- Knowledge of best practices in collection management including the handling, care, preservation, installation and storage of material culture
- Familiarity with laws pertaining to ownership, custody, transfer and disposition of museum collections, tax laws relating the charitable donations, cultural property laws, customs restrictions, repatriation issues, copyright laws; and insurance laws
- Experience in object conservation and exhibit maintenance preferred
- Able to manage multiple work processes and projects simultaneously and successfully
- Able to lift objects up to forty pounds and engage in field work on transit properties and other locations
- Must be available to work a flexible schedule as needed to meet active museum schedule; must work in various museum locations as required
- Excellent written and verbal communication skills
- Ability to work productively, both independently and in project teams
- Valid New York State driver's license; ability/willingness to drive an official van required
- Must have advanced computer skills in Microsoft Office, database management and familiarity with Collection Management Systems (such as *PastPerfect*) and basic knowledge of digital photography
- Knowledge of online social media platforms and ability to participate in online Museum outreach
- Comfortable with public speaking and participation in public programs that promote the Collection
- Cooperative and collaborative attitude, patience and sense of humor

## **EDUCATION AND EXPERIENCE:**

- Master's degree from an accredited college or university in museum studies, library & information studies, history or a closely related field, preferred, and/or Museum Registration experience

## **ABOUT THE NEW YORK TRANSIT MUSEUM:**

The New York Transit Museum is the largest museum in the United States devoted to urban public transportation history, and one of the premier institutions of its kind in the world. The Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception over 40 years ago, the Museum, housed in a historic 1936 IND subway station in Downtown Brooklyn, has grown in scope and popularity. The museum also maintains a gallery annex at Grand Central Terminal, an archive and an off-site 14,000 sf collections storage facility. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

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

## **Application:**

Qualified individuals interested in this job opening must apply by **e-mail**. Resume and cover letter should be sent as .doc or PDF to Angela Agard, Manager Administration: [angela.agard@nyct.com](mailto:angela.agard@nyct.com). Specify subject as *Registrar Posting*. Due to high volume of applicants, only those who qualify for an interview will be contacted.

**Submission Deadline: August 30, 2018**

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