

NEW YORK TRANSIT MUSEUM

POSTING DATE: October 2nd, 2019

JOB TITLE: Research Archivist

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 an Research Archivist to oversee: research requests made by MTA agencies; outside researchers and press; rights and reproduction invoices and contracts; research for exhibits and public programming; and promotion of collections through social media.

The New York Transit Museum 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, the Transit Museum currently holds a collection of 800,000 archival materials and approximately 8,000 artifacts, including historical vehicles.

RESPONSIBILITIES:

- Setting up research appointments and assisting researchers with their requests
- Scanning or digitally transferring, photographing or compiling copies of material requested by researchers
- Overseeing rights and reproduction invoices and contracts. Tracking invoices, modifying invoices, payments, and following up with expired contracts
- Compiling research as requested by staff
- Fact checking and proofreading exhibit scripts
- Assisting with putting together material for public programs
- Involvement in presentations, internally or externally, promoting the museum and collections
- Creating posts for social media such as Facebook, Twitter, Instagram, and Tumblr promoting the collection and Curatorial activities
- Photographing, scanning and recording content to put online
- Responsible for online web portal updates and requests from the online portal
- Assisting with editing and putting Finding Aids & Pathfinders online
- Working with Press Aide on image requests to promote the museum
- Take part in the museum's collection committee
- When asked, assisting with processing incoming collections
- When asked, help in the installation and removal of exhibits
- When asked, help the Registrar in transfer of collection materials
- Participate in the general activities of the Curatorial Department
- Supervision of interns, college aids and grant funded processing projects, when needed
- Help Development Office with Grant writing descriptions when necessary

QUALIFICATIONS

- Master's degree from an accredited college or university in museum studies, library & information studies, archival studies, history or a closely related field, preferred
- Knowledge and an interest in New York transportation history
- Comfortable with public speaking and participation in public programs that promote the Collection
- Experience and an interest in social media
- Knowledge of best practices in handling and preservation of archival material
- Understanding of licensing rights and creating legal contracts
- A firm understanding of copyright law
- Excellent project management skills
- Must have advanced computer skills in Microsoft Office, Photoshop, scanning, database management and familiar with Collection Management Systems such as *PastPerfect* and basic knowledge of digital photography
- Must be available to work a flexible schedule as needed
- Excellent written and verbal communication skills
- Ability to work productively, both independently and in teams
- Patience and a sense of humor

ABOUT THE 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 40 years ago, the Museum, housed in a historic 1936 IND subway station in Downtown Brooklyn, has grown in scope and popularity. 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 Research Archivist position is employed by the Museum's non-profit affiliate, Friends of the New York Transit Museum.

Salary: Commensurate with experience. Benefits package includes health, dental, and vision.

Qualified individuals interested in this job opening must apply by e-mail. Resume and cover letter should be sent as .doc or PDF to Desiree Alden-Gonzalez, Collections Manager: Desiree.alden@nyct.com. Specify subject as Research Archivist Posting. Due to high volume of applicants, only those who qualify for an interview will be contacted.

Submission Deadline: October 16th, 2019

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