

NEW YORK TRANSIT MUSEUM

POSTING DATE: September 18, 2020

TITLE: Grant Funded Contract Archivist (Temporary Contractor)

LENGTH OF PROJECT: Duration of grant project (approx. October 2020 – June 2023)

SUMMARY:

Friends of the New York Transit Museum has an opportunity for a grant-funded Contract Archivist for a cataloging, survey, and digitization collections care project supported by the Robert David Lion Gardiner Foundation. The project will be in two parts. The first will focus on scanning and cataloging a collection of early Long Island Rail Road Real Estate maps and records. The second will focus on surveying Transit Museum collections with Long Island transportation related materials and flagging items from these collections to catalog and digitize. The goal is to add roughly an additional 3,000 individualized catalog records to the Museum's database and online portal focusing on the Long Island region for internal use by the Museum for exhibition purposes, and for greater researcher access.

Due to the nature of this project, a majority of time must be spent onsite in the Museum's archives between the hours of 9:00 AM – 5:00 PM, Monday – Friday.

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 more than 5,300 linear feet of historical records and approximately 8,000+ artifacts, including historic vehicles.

QUALIFICATIONS AND REQUIREMENTS

- The Contract Archivist should have a Master's degree in museum studies, library & information science, archival studies, history or a closely related field.
- Experience working with archival, photographic, and/or museum collections
- Skilled in processing, cataloging, digitizing collections and creating finding aids
- Knowledge of best practices in handling and preservation of archival material
- Computer skills in Microsoft Office and Photoshop, and familiarity with Collection Management Systems
- Knowledge of and an interest in New York history, preferably transportation history
- Excellent interpersonal, written, and verbal communication skills
- Ability to work productively and independently to meet the terms of the grant, including deliverables and reports
- Strong organizational skills, multi-tasking ability, and impeccable attention to detail

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.

Compensation and Project Timeline: The project is estimated to be 37.5 hours per week from approximately October 2020 through June 2023. Grant allows for compensation of \$27.05/hour.

Application:

Qualified individuals interested in this opportunity 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 *Grant Funded Contract Archivist Posting*. Only those who qualify for an interview will be contacted.

Submission Deadline: September 30, 2020