# NEW YORK TRANSIT MUSEUM

**POSTING DATE:** October 15th, 2021

**JOB TITLE:** **Temporary Part-Time Data Migration Project Archivist**

**POSITIONS AVAILABLE:** 1

**SALARY AND COMPENSATION:** **$25 an hour, anticipated 20 hours per week**

**SUMMARY**:

The New York Transit Museum is hiring a Part-time Data Migration Project Archivist to help correct and complete digital records in the museum's existing digital database which will be migrated into our new cloud-based storage software.

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 4,300 cubic feet of historical records and approximately 8,000 artifacts, including historic vehicles.

**RESPONSIBILITIES:**

- Removing unused search terms, keywords, and other controlled vocabulary that has no records associated with it
- Attaching media to records, such as scans, PDF files, and Word documents
- Completing and improving container lists
- Ensuring accession and temporary custody records are as complete as possible
- Ensuring custom fields adhere to the standard character count
- Making sure all records have an "Object Name" field that is populated with the correct nomenclature
- Correct misspellings and improperly formatted terms in controlled vocabularies
- Ensuring all records are associated with an accession number
- Initiate and manage authority control, quality control and review of system records
- Establishing best practices, standards, and review of cataloging procedures for digital materials

**QUALIFICATIONS:**

- Must be knowledgeable and experienced with PastPerfect Museum Software
- Master's degree from an accredited college or university in museum studies, library & information studies, archival studies, history, or closely related field preferred
- Knowledge of best practices in handling and preservation of archival material
- Experience with digital collections required
- Knowledge of archival metadata standards and authorities such as DACS, and LCSH

- Excellent organizational and project management skills
- Other skills include Microsoft Office, Photoshop, and familiarity with Collection Management Systems
- Effective verbal and written communication skills
- Strong organizational skills, and impeccable attention to detail
- Ability to work independently

**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 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.

**APPLICATION:**

Qualified individuals interested in this position must apply by e-mail.  Resume and cover letter should be sent as .doc or PDF to Daniel Brenner, Acting Collections Manager: daniel.brenner@nyct.com. Please specify subject heading as Data Migration Project Archivist.  Due to high volume of applicants, only those who qualify for an interview will be contacted.

**SUBMISSION DEADLINE:** Friday, October 29th, 2021

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

The New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence, stalking and/or sex offenses, or any legally protected basis. The museum welcomes and encourages qualified candidates from all backgrounds to apply.