

**POSTING DATE:** July 7<sup>th</sup>, 2022

**JOB TITLE:** Digitization/Cataloging Project Archivist

**POSITIONS AVAILABLE:** 1

**SALARY AND COMPENSATION:** \$30 an hour, 37.5 hours per week for 46 weeks

**START DATE:** August 1<sup>st</sup>, 2022

**SUMMARY:**

The New York Transit Museum is seeking an experienced temporary grant-based Project Archivist to digitize and catalog approximately 2,000 historic photographic prints and negatives that depict construction for Contract 1, Sections 1 & 2; containing the earliest segments of the New York City subway system. The project will additionally include organizing roughly 594 boxes of 4x5 and 8x10 photographic negatives of subway construction images and creating an inventory.

This position will be 37.5 hours per week for 46 weeks. Work will be performed on-site at the archives in Downtown Brooklyn. Start date: August 1, 2022. Rate: \$30/hour.

**QUALIFICATIONS:**

- Master's degree from an accredited college or university in museum studies, library & information studies, archival studies, history, or closely related field preferred
- New York State Minority and Women-Owned Business Enterprises certification (M/WBE)
- Experience using PastPerfect Museum Software (PastPerfect Web Edition is preferred)
- Experience in digitizing negatives, contact sheets, and photographic prints; i.e. fragile materials
- Knowledge of best practices in handling and preservation of archival material
- Knowledge of archival metadata standards and authorities such as DACS, and LCSH
- Other skills include Microsoft Office, Photoshop, and an overall familiarity with Collection Management Systems
- Knowledge or interest in New York history, preferably transportation history
- Effective verbal and written communication skills
- Strong organizational skills, and impeccable attention to detail
- Ability to work independently

**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](mailto:daniel.brenner@nyct.com). Please specify subject heading as Digitization/Cataloging Project Archivist. Due to high volume of applicants, only those who qualify for an interview will be contacted.

**SUBMISSION DEADLINE:** Friday, July 22<sup>nd</sup>, 2022

## **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.

The New York Transit Museum Archive 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.

### **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.