

NEW YORK TRANSIT MUSEUM

Posting Date: September 27, 2023

Job Title: Registrar

Salary Range: \$65,000 - \$75,000

Hours of Work: 9:00 AM – 5:00 PM Monday – Friday (Flexible schedule as required)

SUMMARY: Friends of the New York Transit Museum is seeking a Collections & Exhibitions Registrar for its expanding collection. The New York Transit Museum (NYTM) is dedicated to collecting, preserving, and presenting materials related to the region's public transportation history, both past and present, with a focus on the Metropolitan Transportation Authority and its predecessor companies. Established in 1976, NYTM currently boasts a collection of over 4,300 cubic feet of historical records and approximately 8,000 artifacts, including historical vehicles such as subway cars and buses. The Registrar will work as a part of the Curatorial Department team, responsible for the acquisition, management, exhibition, and outreach of the Museum Collection.

RESPONSIBILITIES:

- **Collection Assessment:** Survey and assess potential acquisitions, whether they are on-site or in the field, to determine their suitability for inclusion in the museum's collections.
- **Collection Committee:** Conduct and lead Collection Committee meetings to seek approval for potential acquisitions.
- **Documentation:** Oversee all legal paperwork related to acquisitions, including deeds of gift, transfer forms, or purchase agreements, and assign accession, loan, or education/reference collection numbers.
- **Record Keeping:** Generate and maintain accurate records of all collection activities, including accessions, loans, transfers, conservation treatments, movements, damage/loss, removal, and disposal, following professional museum standards.
- **Logistics:** Track the movement of collections, ensuring precise location information, including recording, labeling, packing, arranging shipping, and securing insurance coverage when necessary.
- **Cataloging:** Create and manage computerized catalog records, documentation images, and research files for collection objects.
- **Loans and Exhibitions:** Manage logistics for incoming and outgoing loans and traveling exhibitions, including insurance coverage, packing, and shipping.
- **Environmental Control:** Maintain proper environmental conditions for collections by monitoring heating, cooling, humidity levels, and alerting relevant parties if adverse conditions develop.

- **Exhibition Support:** Participate in all aspects of exhibition installation and removal, including creating condition reports, packing objects, coordinating shipping, and supervising exhibit furniture.
- **Museum Collection Management:** Create and maintain exhibit records in the Museum Collection Management system, PastPerfect.
- **Exhibition Development:** Collaborate with project teams in the exhibition development process.
- **Conservation:** Monitor the condition of objects on display, assist with exhibit maintenance, and perform hands-on maintenance and conservation of objects as needed.
- **Supplies:** Handle requisitions and orders and maintain adequate supplies and materials for collections care, shipping, and storage.
- **Public Programming:** Provide assistance and input for public programming and outreach activities to promote the Museum and its Collection, both onsite and online.
- **Departmental Activities:** Participate in all general activities of the Curatorial Department, including supervision of staff and interns, and involvement in 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 handling, care, preservation, installation, and storage of material culture.
- Familiarity with relevant laws pertaining to museum collections, tax laws, cultural property laws, customs restrictions, repatriation issues, copyright laws, and insurance laws.
- Experience in object conservation and exhibit maintenance is a plus.
- Ability to manage multiple work processes and projects simultaneously.
- Physical ability to lift objects weighing up to forty pounds and engage in fieldwork on transit properties.
- Flexibility to work a schedule as needed to meet the active museum schedule and to work at various museum locations.
- Excellent written and verbal communication skills.
- Strong teamwork and collaboration skills.
- Valid New York State driver's license and willingness to drive an official van.
- Advanced computer skills in Microsoft Office, database management, and familiarity with Collection Management Systems such as PastPerfect, along with basic knowledge of digital photography.

- Knowledge of online social media platforms and the ability to participate in online Museum outreach.
- Comfortable with public speaking and participating in public programs that promote the Collection.
- Patience, a cooperative and collaborative attitude, and a 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 is preferred, and/or Museum Registration experience.

ABOUT THE TRANSIT MUSEUM: The New York Transit Museum is the largest museum in the United States dedicated to urban public transportation history. It is one of the premier institutions of its kind globally. The Museum explores the development of the greater New York metropolitan region through exhibitions, tours, educational programs, and workshops focused on the cultural, social, and technological history of public transportation. Housed in a historic 1936 IND subway station in Downtown Brooklyn, the Museum has grown in scope and popularity since its inception over 40 years ago. The museum also maintains a gallery annex at Grand Central Terminal, an archive, and an off-site 14,000 sq. ft. collections storage facility. 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. Please send your resume and cover letter as .doc or PDF files to lisahr@nytransitmuseum.org Specify the subject as "Registrar Posting." Due to a high volume of applicants, only those who qualify for an interview will be contacted.

Submission Deadline: October 15, 2023

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

COVID-19 VACCINE REQUIREMENT:

In accordance with NYC law and in order to protect our employees and continue to provide safe and reliable service to our communities, we are requiring all new hires to be fully vaccinated against COVID-19 prior to their start date. We will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.