

NEW YORK TRANSIT MUSEUM

POSTING DATE: September 27, 2023

JOB TITLE: Research Archivist

HOURS OF WORK: 9:00 AM – 5:00 PM Monday – Friday - Flexible schedule as required

SUMMARY:

The Research Archivist position at the Friends of the New York Transit Museum is a crucial role in managing and preserving the museum's extensive collection related to New York's public transportation history. Here's a breakdown of the responsibilities and qualifications for the position:

RESPONSIBILITIES:

- **Assisting Researchers:** You'll help researchers by setting up appointments and facilitating their requests for materials.
- **Document Handling:** This includes scanning, photographing, or copying materials requested by researchers, ensuring that the originals are preserved.
- **Rights and Reproduction:** You'll oversee invoices and contracts related to rights and reproduction, tracking payments and managing contracts.
- **Research Compilation:** Compile research materials as requested by the museum's staff.
- **Exhibit Support:** Fact-check and proofread exhibit scripts, assist in putting together materials for public programs, and contribute to presentations promoting the museum and its collections.
- **Social Media Promotion:** Create and manage posts on various social media platforms to promote the museum's collection and curatorial activities.
- **Online Content:** Photograph, scan, and record content for online access. Update the online web portal and assist in putting Finding Aids and Pathfinders online.
- **Collections Management:** Assist in processing incoming collections and help with the installation and removal of exhibits when needed.
- **Collection Committee:** Participate in the museum's collection committee.
- **Supervision:** Supervise interns, college aids, and grant-funded processing projects when necessary.
- **Grant Writing:** Assist the Development Office with grant writing descriptions as needed.

QUALIFICATIONS

1. **Educational Background:** A master's degree in museum studies, library and information studies, archival studies, history, or a closely related field is preferred.
2. **Interest in Transportation History:** Knowledge and an interest in New York transportation history are essential.
3. **Public Speaking:** Comfortable with public speaking and participating in public programs that promote the museum's collection.
4. **Social Media Savvy:** Experience and an interest in social media management.
5. **Archival Skills:** Knowledge of best practices in handling and preserving archival materials, including a firm understanding of copyright law.
6. **Project Management:** Excellent project management skills.
7. **Technical Skills:** Proficiency in Microsoft Office, Photoshop, scanning, database management, and familiarity with Collection Management Systems such as PastPerfect. Basic knowledge of digital photography is required.
8. **Flexibility:** Must be available to work a flexible schedule as needed.
9. **Communication Skills:** Excellent written and verbal communication skills.
10. **Team Player:** Ability to work both independently and collaboratively in teams.
11. **Patience and Sense of Humor:** Patience and a sense of humor are valued qualities for this role.

ABOUT THE TRANSIT MUSEUM:

The New York Transit Museum is a premier institution dedicated to urban public transportation history. It offers 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 shares the rich history of the region's extensive public transportation networks 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: \$65,000 - \$75,000 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:

lisahr@nytransitmuseum.org Specify subject as "Research Archivist" Due to high volume of applicants, only those who qualify for an interview will be contacted.

Submission Deadline: October 15, 202

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.