

NEW YORK TRANSIT MUSEUM

Posting Date: September 30, 2026

Job Title: Registrar, Collections & Exhibitions

Salary: \$77,000–\$85,000

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 and programming. 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, the Transit Museum currently boasts a collection of 1 million items, including 500,000 photographs, 8,000 artifacts, and over 4,300 cubic feet of historical records, as well as vintage vehicles such as subway cars and buses. The Registrar will work as a part of the Curatorial & Collections team, responsible for the acquisition, management, exhibition, and outreach of the Museum's collections.

RESPONSIBILITIES:

Loans and Exhibitions: Manage logistics for incoming and outgoing loans and traveling exhibitions, including insurance coverage, packing, and shipping. Participate in all aspects of exhibition process from planning to installation and removal, including object assessment, creating condition reports, packing objects, coordinating shipping, and supervising exhibit furniture.

Logistics: Track the movement of collections, ensuring precise location information is recorded, as well as labeling, packing, arranging shipping, and securing insurance coverage when necessary.

Management: This is a supervisory position that hires, trains, and manages art handlers and technicians, interns, contractors, and project-specific staff, assigning work, evaluating performance, and making staffing recommendations. This position co-manages the Exhibit Technician with the Senior Exhibits Manager. Also sets and enforces collection policies for all staff and contractors.

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. Assemble acquisitions dossiers and assist the Collections Manager in planning Collection Committee meetings to seek approval for potential acquisitions. Work with Collections Manager to assess current collection state and needs.

Documentation and Record Keeping: Oversee all legal documentation related to acquisitions and deaccessioning, including deeds of gift, transfer forms, and purchase agreements, and assign accession, loan, or reference collection numbers. Generate and maintain accurate records of all collection activities, including accessions, loans, transfers, ownership, provenance, disposal, copyright, and conservation.

Museum Collection Management and Cataloging: Create and maintain exhibit and accession records in the Museum Collection Management system, PastPerfect. Create and manage computerized catalog records, documentation images, and research files for collection objects, including a growing collection of born-digital materials.

Environmental Control: Maintain proper environmental conditions for collections by monitoring heating, cooling, humidity levels, and alerting relevant parties if adverse conditions develop.

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 while tracking expenses and monitoring budgets.

Public Programming and Promotion: Aid and supply input for public programming and outreach activities to promote the Museum and its collection, both on-site and online, including tours of archive spaces, press, and social media content.

Function as a Manager-on-Duty (MOD) as required. Duties include opening and closing the Museum, having access to and reconciling cash, serving as supervisor across the Museum, and creatively problem solving to ensure smooth operations across the institution. When acting as MOD this position oversees all staff in the Museum including visitor experience (and all admission functions), security, cleaners, all life safety systems, and is empowered to make on-the-spot decisions.

Departmental Activities: Collaborate with project teams in the exhibition development process. Participate in all general activities of the Curatorial & Collections Department, e.g. budgeting, contributions to grant proposals, and involvement in special projects and events as required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leader and team player, previous experience in management of direct reports and department budgets a plus.
- Knowledge of museum registration methods, techniques, and management information systems.
- Knowledge of best practices in collection management, including handling, care, preservation, installation, storage of material culture, and insurance.
- 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 and willingness to lift objects weighing up to forty pounds and engage in fieldwork on transit properties, including climbing ladders, completion of Track Training, and other safety courses.
- Flexibility to work a schedule as needed to meet the active museum schedule and to work at various museum locations including Sunset Park, Downtown Brooklyn, and Grand Central Terminal.
- Excellent written and verbal communication skills.
- Strong teamwork and collaboration skills.
- Valid New York State driver's license and willingness to drive occasionally.

- 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 and information science, history, or a closely related field is preferred, and/or significant 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 50 years ago. The museum also maintains a gallery at Grand Central Terminal, an archive, and off-site 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 **HR@nytransitmuseum.org**

Specify the subject as "Registrar Posting." Due to the high volume of applicants, only those who qualify for an interview will be contacted.

Submission Deadline: October 23, 2026. Applications reviewed on a rolling basis.

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 or stalking and/or sex offenses, or any legally protected basis. The Museum welcomes and encourages qualified candidates from all backgrounds to apply.