



# QUEENS MUSEUM

Position Title:	Collection and Archive Manager
Department:	Curatorial
Reports to:	Director of Exhibitions
Position Classification:	Full-time, exempt

## About the Queens Museum

The Queens Museum is dedicated to presenting contemporary art and historical exhibitions and programs that relate directly to urban life and local and international culture. Established in 1972, the Museum is housed in a building that was originally erected as the New York City Pavilion for the 1939-40 New York World's Fair. It then served as the original home of the United Nations General Assembly (1946-1950), an ice and roller rink, and a pavilion once again in the 1964-65 New York World's Fair. The Museum houses over 10,000 objects and materials from the two New York World's Fairs including the Panorama of the City of New York, a 9,000 sq. ft. miniature scale model of the City commissioned for the 1964 Fair and last updated in 1992.

## Position Overview

The Collection and Archive Manager is responsible for managing all aspects of the Queens Museum collection which is comprised of over 13,000 fine art and archival objects. The collection includes the Panorama of the City of New York and unique archival documents and cultural artifacts from both the 1939-40 and 1964-65 New York World's Fairs. It also contains significant fine art objects with an emphasis on depictions of 20<sup>th</sup> and 21<sup>st</sup> century urban life; contemporary artworks dealing directly with the Museum's site, history and community and artists who live and work in Queens and New York. As a key member of the team the Collection and Archive Manager ensures preservation, description, and digitization of the collection and works with curators, artists and researchers to activate it for access and public dissemination. They also act as registrar to ensure that artworks and objects on display at the museum are presented to the highest standards.

## Responsibilities

- Establish and maintain both physical and intellectual control over the Queens Museum collection, acting as main point of contact for the collection.
- Working with the Executive Director and Director of Exhibitions establish project goals for the collection and manage resources to meet those goals.
- Manage loans from the collection, process reproduction requests, inquiries, and facilitate research visits
- Act as registrar for incoming and outgoing loans to the Museum monitoring receipts, condition reports and packing

- Work closely with the curatorial team, artists and researchers to develop displays prompted by and using the collection
- Manage donations to the collection and lead the Acquisition Committee
- Identify resources to support collections activities and work with Development team to secure funding
- Oversee preservation, description and digitization of the collection
- Oversee both public and secured access points to the collection
- Work with the Education team to develop resources to ensure the collection reaches the widest audiences
- Deliver tours and talks related to the collection
- Manage budget and resources;
- Analyze, identify, and develop new and existing content areas for programming in alignment with the Museum's mission, values, and organizational priorities;
- Other duties as assigned

#### Requirements

- Knowledge of collections management and registrarial work
- Demonstrated ability to work with efficiency, diplomacy, and flexibility particularly as part of a team. Experience working on teams with diverse cultural and professional backgrounds
- Minimum of 4-5 years of experience in a museum or related field
- Experience in strategic planning and strategy implementation.
- Demonstrated excellence in written and oral communication skills, and experience advocating and communicating with a broad and diverse audience.
- Experience in a role requiring collaboration in an organization and working with external organizations.
- Excellent computer skills, particularly MS platforms, including Word, Outlook, PowerPoint and Excel
- Preferably familiar with CollectionSpace or cloud-based collections management software

#### Minimum Qualifications:

- Graduate Degree in Art History, Library and Information Studies, or a related field.
- Demonstrated experience as a project manager for complex archival collections.
- Demonstrated knowledge of current trends in archival best practices.
- Experience in project development, grant-writing, and fundraising.

#### Desired Qualifications:

- MLS from an ALA-accredited program.
- Demonstrated knowledge of archival standards such as DACS, EAD, MARC, and RDA.

#### To Apply:

Please email a cover letter and resume to: [HR@queensmuseum.org](mailto:HR@queensmuseum.org)