

The Jewish Museum

Job Description

Date: November 2009
Department: Collections and Exhibitions
Position: **Collections Assistant**
Schedule: Full-time, start date: January 2010
Reports to: Collections Manager
Status: Non-exempt

Under the supervision of the Collections Manager, the Collections Assistant is responsible for: the cataloguing of objects in the permanent collection and the maintenance of the collection image archive. The Collections Assistant will secure, organize and maintain documentation relating to the holdings in the permanent collection and ensure that current records are available to Museum staff and outside scholars when required. The position requires resolute concentration and research skills, experience with image editing and the management of image rights and usage, experience in the careful handling of art objects, attention to detail and accuracy in data entry and proof-reading.

Principal responsibilities:

Help catalogue objects in the permanent collection, including:

- ◆ Examine art objects that have been accessioned by the Collections Manager—precisely measure objects and identify parts, accessories and other materials; locate and note signature, inscriptions and markings.
- ◆ In consultation with Curators and Collections Manager, research museum records and bibliographic sources to establish accurate acquisition information, artist/maker and biography, object date and titles, ex-collections/provenance, published references, exhibition history and related works.
- ◆ Correspond with artist/makers, donors, dealers, vendors, auction houses and galleries to ascertain or verify information about collection objects.
- ◆ Create archival object files, including conservation reports. Maintain existing files and records.
- ◆ Assist with The Jewish Museum's participation in the Nazi Era Provenance project in compliance with The American Association of Museum's criteria.
- ◆ Assist Collections Manager and Storeroom Coordinator with care of art objects and storage areas, permanent object relocation, inventory, and other collections management related duties.
- ◆ Create or proof-read collection label copy for exhibitions, publications, website, education, development and other purposes, as needed.

Oversee activities related to the visual resource archive, including:

- ◆ Act as primary contact for internal and external image use inquiries by responding to telephone and email requests.
- ◆ With the Collections Manager and Director of Collections and Exhibitions, help oversee the visual resource archive, including digital media, CDs, transparencies, slides, etc.
- ◆ Attach object images to TMS, including low-resolution, in-house research images and high-resolution, professional photography. Digitally manipulate TIFF and JPEG files using Photoshop and enter metadata for each record.
- ◆ Act as primary liaison to Art Resource, the Museum's image rights and permissions agent. This includes the facilitating of their label copy and permissions requests, transmission of high resolution images as required, responding to general inquiries and directing potential clients to them for image use.

- ◆ Act as collection liaison between hired photographers and curatorial departments. Responsible for maintaining and processing related records and receiving photographic material and invoices from photographers. Assist with photography shoots as necessary.
- ◆ Explore digital asset management systems; including those hosted by application service providers, off-the-shelf systems and existing proprietary systems.
- ◆ Help supervise visual resource archive volunteers when available.

Help maintain TMS database:

- ◆ Update object documentation in TMS, including tracking location and exhibition history.
- ◆ Assist in the identification of “problem” objects and help resolve numbering discrepancies.
- ◆ Act as secondary TMS staff contact, including the training of staff TMS users, as required.

Non-essential responsibilities:

- ◆ Assist Collections Manager in organizing special projects.
- ◆ Assist in hosting scholars for object viewings.
- ◆ Represent the Collections Manager at staff meetings in the Collections Manager’s absence.

Qualifications/Requirements

Masters Degree in Art History, Museum Studies and/or MLIS

Strong research skills

Strong computer skills, including knowledge of TMS and image management software

Experience working with visual assets and knowledge of copyright issues

Proven experience with color-correcting, image resizing and other image manipulation

Knowledge of foreign language(s) helpful

Art handling experience required; preventive conservation knowledge valuable

Familiarity with metadata and cataloguing standards

Send Resume with Cover Letter To:

Director of Human Resources

The Jewish Museum

1109 Fifth Avenue

New York, NY 10128

Fax: 212-423-3232

Email: jobs@thejm.org

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