

Archive Fellow

Department: Registrar

Budget Cost Center: Registrar

Reports to: Registrar

Job Type: Fellowship

The Studio Museum in Harlem is the nexus for artists of African descent locally, nationally, and internationally and for work that has been inspired and influenced by black culture. It is a site for the dynamic exchange of ideas about art and society. The Studio Museum has earned a reputation as a leader in the contemporary arts arena and is internationally known for its catalytic role in promoting the work of artists of African descent.

Reporting to the Studio Museum's Registrar and working in close collaboration with the Lead Consulting Archivist and Project Archivist, the Archive Fellow will support the processing of The Studio Museum in Harlem's estimated 850 cubic feet of institutional records and assist in the creation of an Encoded Archival Description (EAD) finding aid. The Archive Fellow will work in consultation with the Project Archivist to define and follow processing standards and plans, create standardized descriptions, and ensure consistency and quality for the overall project.

This is a full-time, grant-funded position funded over three years.

RESPONSIBILITIES

- In close conjunction with the Project Archivist, coordinate the organization of a large, complex, multi-format manuscript collection
- Assist in inputting, assigning, tracking, and systematizing archive material metadata, following archival metadata standards
- Assist in establishing a work-flow for archive processing
- Prepare and distribute monthly reports to track progress
- Collaborate with Registrar (and relevant Studio Museum departments) to support the archive's emerging role in all database and digital asset management systems
- Assist with the physical move and relocation of the archive
- Coordinate digitization, as needed
- Support reference requests from Studio Museum staff and external institutions
- Aid in the supervision of Archive Intern(s)
- With the Project Archivist, develop a timeline for the year, with specific deliverables and milestones

QUALIFICATIONS

- BA in Art History/Museum Studies, preferably with an Archives Certification
- Interest in pursuing an MLS or MLIS
- Familiarity with different DAMS and/or similar type Digital Asset Management Software
- Demonstrated knowledge of working with collections of contemporary art

- A general understanding and knowledge of the principles of archival appraisal, survey, arrangement, description and preservation
- Direct experience with processing collections and establishing an EAD finding aid
- Consistent accuracy and attention to detail
- Expertise in the use of a broad range of information systems, services and databases relevant to archives and special collections
- Effective written and oral communication skills
- Familiarity with digitization projects
- Team orientated individual, with a focus on flexibility, versatility, and an ability to work collaboratively
- Must be able to lift up to 40 pounds, climb a ladder, stoop and reach in a variety of physical locations

To apply: Please email cover letter and resume in one PDF to job.archive.fellow@studiomuseum.org.

Please place "Archive Fellow" in the subject line.

Please note that while careful consideration will be given to each submission, the Museum will only be able to contact those applicants whose knowledge, skills and work experience best fit the requirements of the position.

The Studio Museum in Harlem is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.