

The New York City Fire Museum seeks to contract for a Project Manager's Assistant/Data Entry Specialist

April 15, 2008

Deadline for applications: May 6, 2008

The New York City Fire Museum seeks to hire an individual to assist the project manager in the organization, photography and cataloging of its collection.

Project Description

The New York City Fire Department Collection consists of more than 10,000 artifacts - ranging from items as small as lapel pins to full-size motorized apparatus. It needs rationalization and improvement of the current variety of cataloging systems including triage and initial cataloging of numerous items received following 9/11, which currently have temporary registration numbers or none at all, elaboration of the current list of restoration needs, and physical triage and organization of the artifacts in storage. An improved storage system will be implemented to safeguard items not on display. At the same time that the evaluation/cataloging are conducted, a thorough photographic and written documentation of the collection will be undertaken. In addition to the evaluation and data entry, the Museum plans to proceed with the stabilization and restoration of artifacts already identified by curators and outside experts as being in most immediate need. Other artifacts in need of prompt attention will be identified as the result of the project.

Project Schedule

The NYC Fire Museum's top priorities are: a thorough review of its collections, improvement of the collection storage/work area, collection documentation, and restoration of several major works known to be in peril. The Museum is currently seeking a Project Manager and plans to begin work on the project by June 2008. Work will continue for approximately eighteen months on a part-time basis (2-3 days per week) with the possibility for continuation pending funding.

Data Entry Specialist/Project Manager Assistant Job Description

Working with the Project Manager and the Museum Director, the individual selected for the Assistant/Data Entry position will assist with sorting and documenting objects from the collection as well as rationalizing the different recordkeeping systems. This position will be primarily responsible for photographing and entering information on collection items into a computerized database system.

GENERAL RESPONSIBILITIES:

- Assist Project Manager with record keeping.
- Work with Project Manager on collection-related activities, including purchase of necessary computer hardware and software, photographic equipment and storage items.
- Photograph and catalog in an electronic database, artifacts, photographs, documents, works of art, books, audio/visual recordings and other collection items.

The Assistant/Data Entry Specialist will be responsible for:

- Data collection, verification, organization and entry
- Physical triage and arrangement of items for storage
- Photographing collection items for digital record-keeping
- Assisting Project Manager as required

DESIRABLE QUALIFICATIONS:

- Bachelor's degree in library, information science, archival studies, museum studies or equivalent experience.
- Extremely organized and detail-oriented.
- Documented success with similar projects.

PREFERRED EXPERIENCE AND SKILLS:

- Experience with computer networking, Excel and PastPerfect, SNAP, TMS or other museum software a plus.
- Hands-on experience with digital image creation and manipulation using Adobe Photoshop or other digital image manipulation software.
- Knowledge of issues regarding preservation, conservation and collection development.
- Excellent organizational skills.

III. Submission requirements

1. Those interested are invited to submit a cover letter and resume no later than 5:00 PM EST on May 6, 2008. Preference will be given to those with museum experience. Cover letter should specify total estimated fee and/or normal hourly rate for completion of the project.

Questions may be submitted in writing to Judith Jamison, Director, by e-mail, to jjamison@nycfiremuseum.org

Deliver or mail all materials to:

Judith Jamison
NYC Fire Museum
278 Spring Street
New York, NY 10013
Attn: Data Entry Position

The individual selected will be retained for the duration of the project subject to review and approval by the Board of Directors of the Museum.