THE FRICK COLLECTION
1 EAST 70TH STREET • NEW YORK • NEW YORK 10021

Job Posting

Web Archiving Program Coordinator
(Full-time/Temporary, Two Year Appointment)

Background
The Frick Collection is an art museum consisting of more than 1,100 works of art from the thirteenth to the nineteenth century, displayed in the intimate surroundings of the former home of Henry Clay Frick. The residence, with its furnishings and works of art, has been open to the public since 1935. The Frick Art Reference Library is an internationally-recognized research library that serves as one of the most complete resources for the study of Western art. Founded in 1920, the Library today holds of more than one million study photographs, 285,000 books, 80,000 auction catalogs, and 2,250 periodical titles. It is open to interested individuals from all over the world.

Job Summary
The New York Art Resources Consortium (NYARC), consisting of the libraries of The Brooklyn Museum, the Museum of Modern Art, and The Frick Collection, seeks an experienced information professional to coordinate a two-year grant-funded program to expand and improve its program for collecting and archiving web content of specialist art resources. The new program is funded by the Andrew W. Mellon Foundation and is administered by and based at the Frick Collection. Reporting to the Primary Investigator of the grant, the Web Archiving Program Coordinator will work closely with NYARC Directors and key staff to create and document effective workflow procedures for a program to capture, manage, and describe web content in five areas of focus that have been chosen to correspond with analog collection strengths. The coordinator will be responsible for managing subscriptions with Archive-It, Duracloud, and other outside partners to manage the lifecycle of the NYARC web collection, including selection, capture, quality control, description and access, and preservation.

The coordinator will train and oversee interns associated with the program at the three NYARC libraries. Through frequent meetings with technical consultants and collaborative partners within and outside of NYARC, the coordinator will serve as a liaison to communicate and implement decisions pertaining to the program. The Web Archiving Program Coordinator will stay abreast of scholarship and trends in the emerging field of web archiving through literature review and participation in relevant professional organizations and meetings.

Requirements
- A Master’s Degree in Library/Information Science from an ALA accredited school with coursework/training in metadata and taxonomies.
- Demonstrated experience in web archiving and metadata creation in a research library or comparable environment. Demonstrable knowledge of descriptive and structural metadata standards e.g. MARC, Dublin Core, EAD, etc. and data content standards, e.g. RDA, AACR2, etc.
General knowledge of software applications supporting integrated access to online collections and associated technologies as well as knowledge of web technologies, including HTML, CSS, and CMSs. Managerial or supervisory experience. Must have knowledge of current trends and emerging technologies in web archiving.

Demonstrable organizational, analytical, and problem solving skills with the ability to work both independently and collaboratively with other team members in a consortia environment.

Excellent interpersonal skills, with a demonstrated ability to communicate effectively, both orally and in writing.

Ability to meet deadlines.

Preferably one to two years’ experience working in a web archiving program with knowledge of scholarly literature in art history.

**Benefits in Employment with The Frick Collection**

Full-time employees are eligible to participate in group life, health, and dental insurance plans. Employees contribute to the cost of their health insurance based on income level and the type of coverage they select. Other benefits include Short and Long Term Disability insurance, employee contributed tax deferred annuity, flexible spending plans for health, dependent care and commuting costs, generous pension plan with participation after one year of service/vesting after five years of service, 13 paid holidays, and accrual of 12 vacation days the first year of employment (25 days subsequent years).

All employees of the Frick Collection may access free or discounted admission to most of New York’s finest museums. Additionally, all employees and volunteers may avail themselves of our employee dining service and a receive discount on Museum Shop purchases. The Frick Collection offers a beautiful and pleasant work setting and an excellent opportunity to appreciate some of the world’s finest works of art.

Please send resume with salary requirements/history to:

(include “Web Archive” in subject line of email)

Inquiries without salary requirements will not be considered

No phone calls, please

Email to: jobs@frick.org

**Equal Employment Opportunity has been, and will continue to be, a fundamental principal at The Collection, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, marital status, alienage or citizenship status, sexual orientation, disability, pregnancy, military status, creed, genetic predisposition or carrier status or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**

**This description shall not be construed as a contract of any sort for a specific period of employment.**