

Position Available – October 2024

Archives Museum Fellow – Part-time

The Staten Island Museum seeks a part-time Museum Fellow to assist the museum's initiative to rehouse and inventory SIM's archive. The Museum Fellow program is designed to provide access to paid work in a museum and to offer mentorship for individuals interested in pursuing a career in the cultural field. This is an excellent opportunity for college students and those early in their career to gain meaningful experience working in a museum to develop pertinent skills for their career path.

This role is funded by an Institute of Museum and Library Services Save America's Treasure's grant. It is a one-year position with the possibility of renewal.

Working under the supervision of the Director of Natural Science, the Archives Museum Fellow will assist with rehousing fourteen of the museum archives' special collections. The Archives Fellow will gain hands on experience with creating an inventory, learn how to use a finding aid and how to properly handle and store documents and ephemera in the museum's archives.

At the conclusion of the fellowship, the Archives Fellow will leave with practical knowledge of aspects of best practices within an archive-- specifically the handling and documentation of archival objects in the collection.

About the Staten Island Museum

Founded in 1881, Staten Island Museum engages visitors with interdisciplinary exhibitions and education programs that explore the dynamic connections between natural science, art, and history based on its broad collections. The Staten Island Museum is a member of the Cultural Institutions Group, a public-private partnership with the City of New York. SIM is a premier cultural institution with a longstanding history in the community. In Fall 2015, Staten Island Museum opened its flagship building at Snug Harbor after a \$24 Million renovation. Further expansion into an adjacent, connected building for a STEAM Education Center is planned, with groundbreaking on the first phase in early 2025.

The History Archives and Library houses invaluable records that tell the rich history of Staten Island on a national and sometimes global stage including those of soldiers, scientists, doctors, lawyers, reformers, politicians, poets, diarists, journalists and historians, who shaped their community and contributed to American History. The History Archives also contains papers of the museum's founders – all significant figures in their fields – contributors to science and to the creation of some of New York's most influential institutions; as well as those of past directors, curators, staff and researchers. They are all a collection of stories held in trust by the museum to be told by its own efforts or those of the researchers who use the archives in their work. These records are essential to the museum because they inform its exhibits and programs. Moreover, they are the tools the museum uses to fulfill its educational mission and engage with the community it serves.

Learning Opportunities

- Gain proficiency in collections management with hands on experience
- Meet and work with museum staff and Staten Island's arts and cultural community
- Attend all staff meetings to gain insight into all facets of museum planning and operations
- Develop and refine practical and office skill sets
- As a museum team member, receive reciprocal admission to museums in NYC

Responsibilities including but not limited to:

- Inventory contents of boxes and files
- Rehouse documents, photographs and other materials

Qualifications:

- Completed 2 years of college or 2 years of relevant work experience
- Demonstrated interest in arts and culture career
- Computer and technology skills: working knowledge of MS Office applications; social media
- Experience working on virtual platforms such as Zoom and Microsoft Teams

Grant Funded Position Duration

The Archives Museum Fellow position is a one year, grant funded role commencing in Fall 2024. There is a possibility of renewal.

Start Date and Schedule:

The part-time position is open immediately. The Archives Museum Fellow's weekly work requirement is a total of 20 hours scheduled Monday – Friday between the hours of 9:00am-5:00pm.

Compensation:

\$16.50 per hour. Eligible for paid sick leave.

Additional perks:

- Free onsite parking
- Access to professional development growth opportunities
- SIM staff receive complimentary admission to participating NYC museums

To Apply

To apply, please submit cover letter and resume to apply@statenislandmuseum.org with subject line: Archives Museum Fellow – [your last name, first name].

Applications and interviews will begin on a rolling basis. Applications will be accepted through December 13 or until the position is filled.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. If you believe you meet most of the qualifications, we strongly encourage you to apply.

Diversity, Equity and Inclusion (DEI) Commitment Statement

The Staten Island Museum (SIM) values, celebrates and commits to fostering diversity, equity, and inclusion. SIM believes building an inclusive and equitable environment is an ongoing, active process that requires constant and deliberate mindfulness and attention. Through policies, procedures, and programs, the Staten Island Museum values and seeks the strengths of human variety in race, ethnicity, culture, language, religion, gender, gender fluidity, sexual orientation, family structure, personal beliefs, age, ability, veteran status, socioeconomic status, immigration status, geography and country of origin. Across communities, in programming, with staff, trustees, volunteers, artists, and visitors, SIM strives to build a culture of diversity of voice and representation, authentically inclusive spaces, and equity for all.

See www.statenislandmuseum.org for more information about the museum.

Staten Island Museum is an Equal Opportunity Employer.