

## **The Menil Collection Employment Opportunity**

<b>Title:</b>	<i>Project Archivist – Artists Documentation Program (ADP)</i>
<b>Department:</b>	Archives/Conservation
<b>Reports to:</b>	Director of the Library and Archives
<b>Term:</b>	3-Years
<b>Work Location:</b>	Onsite
<b>Salary:</b>	\$55,000/year + benefits

### **General Responsibilities**

The Menil Collection seeks qualified candidates to serve as the Artists Documentation Program (ADP) Project Archivist for a 3-year term.

The Artists Documentation Program is a joint endeavor of the Menil Collection and the Whitney Museum of American Art.

Reporting to the Menil Collection's Director of the Library and Archives and working collaboratively with the Menil Archives, the Whitney's Research Resources department, and the Conservation Departments of both institutions, the ADP Project Archivist will:

1. Organize, describe, and preserve all digital assets related to the ADP according to best practices. Create DACS-compliant finding aids in Archives Space. Perform long-term preservation activities for the ADP Archive's digital assets.
2. Create markup for enhanced/rich media versions of interviews for the ADP website. Create indexes and transcripts for each interview. Ingest completed assets and transcripts into the project's content management system for online publication.
3. Provide administrative oversight to four artist interviews per year with the Conservation Departments at the Menil Collection and the Whitney. Duties include generating artist interview agreements, coordinating with external vendors, providing materials to interview editors, coordinating transcription, and working with the interviewer and artist towards a final, published interview.
4. Represent the ADP at professional conferences. Seek opportunities to promote the ADP Archive's methodology and assets among curators, conservators, academics, information professionals, and the general public.
5. Work collaboratively with the Menil and Whitney's Conservation departments to manage artist interviews and with the Menil Archives and the Whitney's Research Resources department to address cross-institutional data sharing, asset management, as well as general information and documentation guidelines to strengthen the visibility, access, and relevance of ADP at both institutions.

## **Requirements**

1. Master's Degree in Information Science with an emphasis in digital archives or archival certification. This requirement be substituted with an advanced degree in Art History or Art Conservation with 3-5 years of experience working with digital archives.
2. Proven technical proficiency working with and preserving born-digital media, particularly video.
3. Experience with oral histories is highly desired.
4. Applicants with language skills in Spanish will receive special consideration.

## **Preferred Skills, Knowledge, and Abilities**

1. Thorough working knowledge of current digital preservation standards and best practices
2. Demonstrated experience with archival descriptive standards (DACS, EAD, etc.)
3. Experience with ArchivesSpace. Experience with content management and digital asset management systems such as Sharepoint, NetX, ContentDM, ResourceSpace, etc.
4. Familiarity with modern and contemporary art so that technical terms, names, and issues raised could be accurately recognized and put into context.
5. Effective oral and written communication skills, including the ability to collaborate with staff at all levels across the institution and with outside organizations and vendors.
6. Strong organization and time-management skills; attention to accuracy and detail is essential.
7. Ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently.

## **Benefits**

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

## **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto:hr@menil.org)  
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department  
The Menil Collection  
1511 Branard Street  
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.