

Thursday, October 5, 2017

MARTHA GRAHAM RESOURCES ARCHIVAL PROJECT ASSISTANT

Company: Martha Graham Dance Company

Location: New York, NY

Compensation: Commensurate with experience

► [Share](#) | [Print](#) | [Download](#)

Martha Graham Resources, a division of the Martha Graham Center of Contemporary Dance, Inc., seeks an archival assistant on a part-time basis (20 hrs. a week) in the processing of collections and in helping support office operations. This position is responsible for contributing to the Graham archives team via technological and cataloging expertise. The position must also contribute to the management of archival and library collections and is funded for a period of up to two (2) years.

Under the direction of the Director of Martha Graham Resources, the Archives Assistant will manage day-to-day archival tasks as part of a larger effort to inventory, build, digitize, maintain, and promote the Graham archives. This includes the handling of archival photographs, film/video, paper materials and event programs in addition to other media as it is created for the 2017/18 Season.

Required Education

- Bachelor's Degree or Bachelor of Fine Arts Degree

Required Skills

- Experience in the use of automated archival collections management systems (CollectiveAccess), or comparable systems.
- Well-versed in Microsoft Office; Experience with the Adobe Creative Suite and Final Cut Pro.
- Strong written and verbal communication skills.
- Great attention to detail and organizing skills.
- Excellent interpersonal skills with an ability to work collegially within and across organizations.
- Experience in a performing or visual arts institution – dance-specific a plus.
- Demonstrated interest of Martha Graham and the Martha Graham Dance Company preferred.

Martha Graham Dance Company
55 Bethune Street
New York, NY, 10014
2122299200
MarthaGraham.org

For more information:
Martha Graham Resources
resources@marthagraham.org
2122299200

[< back](#)

[previous listing](#) • [next listing](#)