

Wednesday, February 9, 2022

Assistant Curator - Jerome Robbins Dance Division - Library for the Performing Arts

Company: The New York Public Library

Location: New York, NY

Compensation: \$80-85,000 - commensurate with experience

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Overview

The Jerome Robbins Dance Division is the largest dance archive and library in the world and fulfills NYPL's mission by providing excellent reference and access to our collections as well as hosting a broad range of outreach and educational initiatives.

The Assistant Curator of the Jerome Robbins Dance Division works in tandem with the Curator to oversee the day to day activity of all aspects of circulating, reference and special collection dance materials. This includes footage requests, acquisition intake, managing cataloguing records and patron reference, programming, exhibitions, development, education and other duties as necessary.

Key Responsibilities

Reporting to the JRDD's Curator, the Assistant Curator:

Manages staffing issues, including planning and assignment of work and supervision, evaluation, selection and training of staff, and managing volunteer staff and special projects.

Sets priorities with materials for digitization to make them more accessible to our community.

Represents the needs of the Dance Division both internally and externally.

Administers and coordinates the intellectual property rights and copyright for requests to use materials.

May represent the Library to outside groups.

May organize and lead special projects.

Handles and responds to requests to view restricted materials; manages requests to publish materials and the ensuing rights issues.

Assists in developing long-range goals and formulating and implementing policies and procedures, including the development of statistics/metrics for staff work and public service.

Manages grant projects and contributes to the grant writing for funding opportunities to support Dance Division needs.

Assists in developing, implementing, and evaluating efficient workflow procedures within the Division.

Collects and maintains statistics, financial records, and produces reports.

In the absence of the Curator, assumes responsibility for the Division.

Performs related duties as required.

Required Education & Experience

MLS required.

5+ years working in an archival setting.

Extensive performing arts background and knowledge of dance essential.

Experience working in an academic setting.

10 years of work experience.

Required Skills

Excellent reference and interpersonal skills.

Ability to multitask and delegate.

Successfully demonstrated organizational skills and the ability to work independently on complex projects.

Apply for this position here:

<https://nypl.pinpointhq.com/jobs/38435>

The New York Public Library
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