

Monday, October 31, 2022

TBDC Seeks Company Archivist

Company: Trisha Brown Dance Company
Location: New York, NY
Compensation: \$43,000 - \$53,000

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Trisha Brown Dance Company (TBDC) is a post-modern dance company dedicated to performing and presenting the seminal work of Founding Artistic Director and Choreographer, Trisha Brown (1936-2017), and to enhancing public appreciation of her place in dance and visual art history.

Established in 1970, TBDC has toured throughout the world presenting Brown's work, teaching, and building relationships with audiences and artists alike. TBDC has a range of artistic initiatives; presenting Brown's dances in a variety of spaces, indoors and out, proscenium and alternative; bringing Brown's repertory to new audiences via licensing partnerships with other professional dance companies; expanding its educational programming; creating online programming; and placing The Trisha Brown Archives with major cultural institutions.

TBDC seeks a Company Archivist to oversee archival ingest, access, and preservation workflows, and to facilitate the placement of Trisha Brown Dance Company holdings with major cultural institutions. In collaboration with all TBDC departments, the Company Archivist will assess and adapt existing policies for the care of archival resources; respond to inquiries and facilitate reference, reproduction, and exhibition loan requests; research rights issues and obtain license agreements for the use of archival materials; and liaise with acquiring institution(s) to comply with their expectations for delivery of holdings.

Principle Responsibilities:

- Facilitates ongoing conversations about the placement of Trisha Brown Dance Company holdings and prepares collections for ingest by major cultural institutions
- Coordinates the appraisal of archival materials and other Estate and TBDC holdings
- Provides virtual reference services for Company staff and outside researchers
- Responds to reproduction and loan requests and ensures the timely the execution of agreements
- Collaborates cross-departmentally to research, record, and further develop record keeping standards, best practices, and a Company-wide records retention program
- Organizes, catalogs, and preserves the Company's digital and physical holdings according to establish policies and best practices
- Researches and coordinates copyright statements, and obtains licenses for use of archival materials
- Manages departmental budget, liaises with vendors, and facilitates payment of invoices
- Collaborates on the preparation of grant applications and reports
- Recruits, trains, and supervises archives interns and volunteer workers

Qualifications:

- ALA-accredited MLIS or equivalent degree, with concentration in archival studies
- A minimum of three years' experience as a professional archivist arranging and describing archival materials
- Thorough understanding of professional standards and best practices for archives and records management
- Knowledge of Mac OS platform required
- Experience with physical and digital audiovisual materials and modern editing software is desired
- Strong written, oral and interpersonal communication skills and a thorough and detail-oriented approach to all tasks
- Ability to work both independently and collaboratively as well as to meet project goals and deadlines
- Ability to lift and carry storage boxes weighing up to 30 lbs

TBDC is an Equal Opportunity Employer, committed to building a culturally diverse staff and an inclusive work environment, and strongly encourages people of all backgrounds, abilities, gender expressions, ethnicities, races, sexual orientations, religions, and nationalities to apply.

The Company Archivist will report to the Executive Director. This is a full-time position with employee benefits; including health insurance; with a salary range of \$43,000 - \$53,000 depending on experience.

We've transitioned to remote work due the COVID-19 pandemic and are likely to keep a partially remote schedule once a return to on-site work is deemed safe.

To apply, please send a cover letter, resume, and salary expectations to Executive Director, Barbara Duffy, at b.duffy@trishabrowncompany.org.

Trisha Brown Dance Company
315 W 39th Street Studio 908
New York, NY, 10018
212.977.5365
<https://trishabrowncompany.org/>

For more information:
Barbara Duffy
b.duffy@trishabrowncompany.org