Founded in 1842, the New York Philharmonic is the oldest symphony orchestra in the United States, and one of the oldest in the world. Each season the Philharmonic connects with up to 50 million music lovers through live concerts in New York City and on its worldwide tours and residencies. David Geffen Hall, the home of the Philharmonic, is currently under renovation and the orchestra is performing in several different venues this season. The new hall will re-open to the public in the fall of 2022 with state-of-the-art acoustics and more inviting spaces.

The New York Philharmonic seeks an **Assistant Archivist / Asset Coordinator** to manage the growing institutional and public research archival collections of the New York Philharmonic.

**Responsibilities include:**

- Survey, process, arrange and describe the incoming archival collections (all mediums) of the New York Philharmonic. Maintain performance history database, records catalog, and digital asset management system (DAMS) describing all Philharmonic records.
- Accession new material (including digital files) from administrative offices as well as from outside donors. De-accession non-archival materials according to established guidelines and retention schedule.
- Work with the Digital Archivist to coordinate digital asset migration, description, and distribution in the Philharmonic’s DAMS.
- Work with the Director, Archives and Exhibitions, to research and mount changing exhibitions in David Geffen Hall.
- Prepare images, write captions, and coordinate with Lincoln Center to populate the digital exhibit areas in David Geffen Hall.
- Answer internal and external research requests. Assist on-site researchers.
- Maintain archival supplies and office equipment.
- Supervise volunteers and temporary assistants and/or student interns.
- Assist the Director, Archives and Exhibitions with various administrative and historical projects as they develop.
- Manage pickup and retrieval of materials to offsite storage.
- Miscellaneous duties as assigned.

**Requirements:**

Advanced degree in Archival Management or Library Science with specialization in collections management preferred. Undergraduate studies in American History, Public History, or Musicology a plus. Two years’ work experience in an archives, preferably an institutional collection. Knowledge of current professional archival theory, standards and best practices in archival administration and preservation of a variety of formats. Accomplished research and writing skills. Knowledge of descriptive metadata standards and familiarity with a variety of database systems and applications. Experience working with a digital asset management system a plus. Full-time in-person schedule at the archives’ Lincoln Center facility. Commitment to valuing diversity and contributing to an inclusive working environment.
The New York Philharmonic offers a competitive salary and comprehensive benefits package to our full-time employees including:

- Medical Dental and Vision coverage
- Employer contributions to the 403(b) plan after one year of employment
- Employer paid Life and Disability insurance
- 12 Holidays
- 20 Vacation days in 3rd calendar year of employment

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for interview.

The New York Philharmonic is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state or local laws in its employment policies.