



THE METROPOLITAN MUSEUM OF ART

Position Profile

Position Title:	Research Associate/Bibliographer		
Location:	The Met Fifth Avenue		
Department:	Thomas J. Watson Library		
Reports to:	Associate Museum Librarian/Project Director		
Salary Grade:	P5	Employee Classification:	PT
Effective Date:	November 1, 2021	End Date:	12 months from hire

About the Metropolitan Museum of Art

The Metropolitan Museum of Art collects, studies, conserves, and presents significant works of art across all times and cultures in order to connect people to creativity, knowledge, and ideas.

The Met presents over 5,000 years of art from around the world for everyone to experience and enjoy. The Museum lives in two iconic sites in New York City—The Met Fifth Avenue and The Met Cloisters. Since it was founded in 1870, The Met has always aspired to be more than a treasury of rare and beautiful objects. Every day, art comes alive in the Museum's galleries and through its exhibitions and events, revealing both new ideas and unexpected connections across time and across cultures.

GENERAL STATEMENT OF RESPONSIBILITIES & DUTIES:

The Research Associate/Bibliographer plays a crucial role in a National Endowment for the Humanities-funded initiative to assess, expand, facilitate discovery, and improve access to the library's print and digital holdings by and about Indigenous American, Asian American/Pacific Islander, and Latinx artists. This position will: conduct bibliographic research focused on one of these three areas; identify relevant holdings within the Met libraries; point out gaps and inadequately represented artists, institutions, publishers, and scholars; and assist in building more comprehensive collections by recommending specific titles and resources for acquisition. Reporting to the Associate Museum Librarian/Project Director, this position will create research guides and artist indexes and assist in making the library's resources more widely known through publishing, presentations, social media, and public programs. Key goals for this position are fostering awareness and wider use of these collections, developing new audiences, and inspiring new scholarship and research.

PRIMARY RESPONSIBILITIES & DUTIES:

The Metropolitan Museum of Art provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.



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- Using print and online resources, conducts bibliographic research focused on art and artists from one of the three heritage groups listed above
- Conducts bibliographic assessments of Met Library holdings and identifies relevant artists represented in the library collections
- Reviews bibliographic records in Watsonline (the library's online catalog) for existing holdings, and identifies records that need enhancement and additional description
- Creates acquisition recommendation lists of current and out-of-print exhibition catalogs, surveys, periodicals, and other art and artist publications in print and electronic format
- Assists in making the library's collections more widely known and actively used through social media, blog posts, presentations, and participation in public programs
- Creates research guides and indexes of artists represented in library collections
- Collaborates with the Project Director and other Research Associates/Bibliographers to creatively promote the designated collections and connect with new audiences
- Assists in the managing of Library Assistant project staff
- Provides regular updates and project summaries for the Project Director
- Other duties as assigned

REQUIREMENTS & QUALIFICATIONS:

Fully vaccinated with an FDA or WHO authorized vaccine (or approved for an exemption as a reasonable accommodation due to a disability, sincerely held religious belief, or pregnancy, or because you are a victim of domestic violence, stalking, or sex offenses).

Experience and Skills:

- Academic and/or work experience related to one of the three areas of research
- Aptitude for and openness to learning new research skills, search methods, and project-specific software applications
- Ability to work with a high level of independence, as well as collaboratively in a team-based environment
- Excellent oral communication, written communication, interpersonal, and problem-solving skills required
- Ability to use discretionary judgment
- Ability to balance multiple tasks and shifting priorities under tight deadlines, at an accelerated pace when necessary
- Strong organizational and time management skills
- Attention to detail, and commitment to task completion
- Evidence of high-quality writing required

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- Effective presentation skills that can be directed to both a specialized and general audience
- Experience working in an academic, library, museum, or other cultural heritage institution preferred, but not required
- Ability to handle library material carefully and responsibly required
- Commitment to fostering a collegial work environment and to supporting diversity, equity, inclusion, and accessibility in the workplace

Knowledge and Education:

- B.A. required, graduate work and/or advanced research experience in art history and one of the three subject areas (Indigenous American, Asian American/Pacific Islander, and Latinx art and artists) preferred
- Knowledge of general art history and/or related fields preferred
- Knowledge of principal online and print resources in the designated subject area
- Familiarity with using social media platforms for outreach and developing new audiences
- Familiarity with tools and methods for effective presentations
- Fluency with Microsoft Office, Google Drive, Google Sheets, and working collaboratively with shared documents

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