



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Collections Assistant, Kykuit (Part-time)

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: Southern China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

The Pocantico Center is the Fund's venue for conferences and meetings on critical issues related to the Rockefeller Brothers Fund's mission. It also serves as a community resource and offers public access through a visitation program, lectures, and cultural events, as well as support to artists and arts organizations in the greater New York City area. The RBF's stewardship of the Pocantico Historic Area includes overseeing the maintenance, care, conservation, and restoration of the historic buildings, gardens, and collections of decorative and fine art at Kykuit. Located 20 miles north of Manhattan in the Pocantico Historic Area, The Pocantico Center is managed by the Rockefeller Brothers Fund as part of its agreement with the National Trust for Historic Preservation.

Position Summary

Reporting to the Collections Manager, the Collections Assistant provides support in the general stewardship of the collections at Kykuit, the historic Rockefeller family home in Tarrytown, New York. Under the direction of the Collections Manager, s/he monitors the care and maintenance of the fine and decorative arts within Kykuit, its gardens, the Coach Barn, the Playhouse, and assembled buildings. The Collections Assistant supports in monitoring and facilitating maintenance, conservation and restoration projects. S/he coordinates and oversees photo shoots and gives special tours.

The incumbent will perform cataloguing, and administrative tasks related to inventory management and general collections management responsibilities. This is a part-time position with a weekly schedule of 18 hours. The position is based in Tarrytown, New York.

Key Responsibilities

Collections Management

- Provide data entry and catalogue records into Re:Discovery Proficio, the National Trust's specified database.
- Scan and enter photographs into the database.
- Affix numbers to objects in the collection.

- Maintain inventory, insurance records, photograph collections.
- Catalogue secondary collections at assembled buildings on the estate.
- Facilitate visits of conservators working on various aspects of the collection.
- Write and produce labels for the collections.
- Ensure that collections, signage, and installation/exhibition spaces are in proper condition for public tours (May-October).
- Assist with condition reporting as necessary.
- Process incoming and outgoing loans.
- Occasionally assist with the reorganizing and rehousing of collections in storage.

General Research and Writing Tasks

- Assist in researching and developing temporary exhibitions at Pocantico and the RBF's NYC offices.
- Participate in periodic research that informs the writing of wall texts, labels, brochures or other publications.
- Occasionally research and respond to collection-related inquiries.

Guest Tours and Other Responsibilities

- Conduct special tours as requested.
- Provide overall administrative support including monthly financial reports.
- Assist with special events and programs, such as series of learning opportunities for the public.
- Perform other related duties as requested by the collections manager.

Qualifications

- Knowledge in the history of fine and decorative arts related to the collections
- Familiarity with best practices for object care and maintenance, and in monitoring, administering and assessing conservation and restoration projects.
- Familiarity with collections databases
- Demonstrated ability to work independently and manage multiple projects simultaneously.
- Strong interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff, guests, and other external parties.
- Administrative and general office skills. Particularly, strong knowledge of and ability to use computer technology to efficiently accomplish work, using e-mail, the Internet, database management software, and Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook.
- Basic documentary photography and post-production skills.
- Excellent written, verbal, analytical, and organizational skills. Ability to draft original correspondence.

Additionally, each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Appreciate the value of diversity initiatives and equal opportunity in all work relationships.

Education, Experience & Knowledge

- Bachelor's degree in art history, museum studies, or a related field, with three years of related experience. Advanced degree in a relevant field with two years related experience.
- Experience with the collections of an historic house. Art handling skills preferred.
- Computer skills/database experience required.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability or religion. We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to jobs@rbf.org. Include 'Collections Assistant' on the subject line of your email. No telephone or fax inquiries please. Application deadline is October 5, 2018. For additional information please visit our website at www.rbf.org.

Rockefeller Brothers Fund
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