



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Collections Manager, The Pocantico Center

About the Rockefeller Brothers 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: 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.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

About The Pocantico Center

In addition to overseeing the stewardship of the historic buildings, collections and gardens, The Pocantico Center is a venue for conferences and meetings on critical issues related to the mission of the RBF. 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. 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

The Rockefeller Brothers Fund seeks a Collections Manager who will be responsible for the stewardship of the collections housed within the various sites at The Pocantico Center. S/he will also oversee the care and maintenance of the fine and decorative arts within Kykuit, its gardens, the Coachbarn, the Playhouse, and assembled buildings. The incumbent will be responsible for developing long-range conservation plans, and implementing administering conservation and restoration projects. S/he will cultivate interpretive and historical exhibitions.

The Collections Manager reports to the Executive Director of The Pocantico Center, supervises the Conservation Technician, Curatorial Assistant, Interns, and Consultants.

Key Responsibilities

Collections Management

- Evaluate current practices, stay current with professional standards, and develop new practices in collections management. Review collections management plan, revise and set new policies, as necessary.
- Oversee inventory, insurance records, photograph collections, and matters related to public visitation.
- Manage collection-related budget in consultation with the Executive Director, Pocantico Center.
- Train and supervise part-time staff in clerical work, collection care, and other related duties.

Conservation Management

- Work with Conservation Technician to assess and monitor the condition of collections, including the fine and decorative arts in the main house and galleries, the sculpture in the gardens, the Playhouse, and the Coachbarn collections.
- Partner with Conservation Technician to develop and oversee conservation projects of various aspects of the collection.
- Maintain knowledge of current trends, professional practices, developments and controversies in the field of conservation as they relate to various aspects of the collections, in order to work with the Conservation Technician to evaluate proposals and monitor conservation projects.

Curatorial Management

- Establish and maintain a network of colleagues at institutions with related collections for exchange of historical and practical knowledge.
- Research and create exhibits at Pocantico and the NYC offices, and write brochures and labels for the collections.
- Review, and develop as needed, texts surrounding artwork and objects.
- Explore developing a web-presence for the collections.

Curatorial Activities

- Conduct special tours, as necessary.
- Organize program of Learning Opportunities for the public, drawing on the expertise of in-house staff and visiting scholars; manage and develop staff.
- Respond to collection-related inquiries, surveys, etc. from the National Trust, and others.
- Work collaboratively with Historic Hudson Valley in the operation of the tour program.

The incumbent will perform all other duties assigned by the Executive Director, Pocantico Center.

Qualifications

- Knowledge of collections management, care, documentation, and classifications.
- Knowledge in the history of fine and decorative arts related to the collections (sculpture and painting of the twentieth century, Chinese ceramics from the Han to the Qing

dynasties, furnishings of the 18th to the 20th century, Beaux-Arts gardens and architecture).

- Experience in monitoring, administering and assessing conservation projects.
- Long-range planning skills.
- Demonstrated ability to work independently and manage multiple projects simultaneously.
- Ability to understand and apply information technology to efficiently accomplish work.

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.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.

Education & Experience

- Bachelor's degree in art history or museum studies with five years' experience with the collections of an historic house. Alternatively, advanced degree in a related field, with three years of required experience.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, 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 recruiting@rbf.org. Include 'Collections Manager' on the subject line of your email. No telephone or fax inquiries please. Application deadline is **May 11, 2018**.

Rockefeller Brothers Fund
Attn: Human Resources – Collections Manager
475 Riverside Drive, Suite 900
New York, NY 10115

For additional information please visit our website at www.rbf.org.