



Job opening: Archives Manager

Department: R & Company Archives

Reports to: Director of Archives and Publications

About Us

R & Company is the pre-eminent design gallery in New York City, representing contemporary artists and a wealth of important vintage furniture and design objects. The gallery presents 7-10 exhibitions annually in its Tribeca locations and participates in international design fairs in the United States and abroad. Within R & Company, we hold an important and extensive non-circulating library and archival collection covering the history of art, design, and architecture from circa 1900 to the present. The general library includes many rare and out-of-print titles, with specialties in international design overviews from the mid-twentieth century, period pamphlets, and catalogs. In the archives and special collections, R & Company holds a significant range of materials, such as the estate of Greta Magnusson Grossman, a drawings collection, a vast array of periodicals, photographs, ephemera, an AV media collection, and many other rare resources related to the history of modern design.

Position summary

R & Company seeks an inquisitive and collaborative individual to serve as Archives Manager to the gallery's library and archives. Qualified candidates will have experience processing archival materials, appropriate knowledge and practiced application of archival theory and best practices.

Duties & responsibilities

- Work across gallery departments to ensure that the archives are made available by appointment to scholars, curators, collectors, and the public as appropriate
- Schedule, welcome, and assist visitors
- Maintain a secure, clean, and organized environment
- Perform an annual inventory of the archives across all gallery locations and review entries in the gallery's digital catalog system
- Process and catalog the gallery's institutional archives and memory
- Process and catalog digital images created by the gallery, reviewing saving and naming conventions with Marketing
- Process, catalog, and store physical and digital archival materials from the gallery's collection and external sources
- Develop finding aids and create strategies to increase awareness and accessibility to the archives
- Work with gallery directors to identify acquisition goals for the library and archives, coordinate new archives acquisitions, and purchase and index new books for the library
- Move archival materials for storage and exhibitions in coordination with Registration
- Assess the value of the archives and library assets for insurance purposes



- Conduct provenance research, description, and bibliography for objects in coordination with Registration
- Collaborate with Registration and Marketing on a style guide to ensure company-wide compliance with data entry rules
- Assist with the preparation of statements of authenticity for historical works in tandem with Sales and Registration
- Assist with the preparation of historical vetting materials for major art fairs with the Exhibitions and Museum Relations departments
- Promote and oversee loans of archival material for museum and institutional exhibitions
- Respond to rights and reproduction requests for image inquiries
- Scan and digitize documents and audiovisual media according to established guidelines
- Coordinate restoration of paper works as needed
- Collaborate with all departments in developing dynamic, thought-provoking public programs—talks with artists and specialists, tours, design and fabrication demonstrations, curricular materials for teachers—to bring artists’ work to life and build an appreciation for historical and contemporary design across a variety of audiences

Required qualifications

- Master’s degree from an accredited college in library science, archives management, or a related field; or a baccalaureate degree from an accredited college and at least one year of professional experience in archival, records, or library management
- Advanced organizational skills and excellent attention to detail
- Excellent communication skills and ability to work in a team and independently
- Capable of lifting cartons up to 40 pounds

Preferred qualifications

- Familiarity and interest in design history
- Experience in FileMaker
- Experience in Adobe Photoshop and InDesign
- Ability to restore paper works

Position details

This is a part-time permanent position (24 hours per week).

Compensation is \$35/hour.

The start date is May 16, 2022.

To apply

Please email a cover letter, resume, and contact information for two references addressed to Mina Warchavchik Hugerth at archives@r-and-company.com. Candidates will be contacted for interviews. No phone calls, please. R & Company is an equal opportunity employer.