

The Museum of Modern Art is currently accepting applications for a Cataloguer to join its **Prints and Illustrated Books Department** for a 15-month project. Specific responsibilities and requirements are listed below:

RESPONSIBILITIES:

Assists with a major project to digitize and catalogue the Museum's collection of approximately 2,000 German Expressionist prints and drawings. Working with the Project Curatorial Assistant, examines, catalogues, and researches collection works and enters information into computer database for Museum archival records. Writes brief contextual texts about selected works, for possible use on website, or in catalogues or labels. Assists with provenance research on selected works. Serves as back-up to Project Curatorial Assistant in coordinating work to be done within the Museum in such areas as Imaging Services, Conservation, Information Technology, Registrar, and Publications. Coordinates the uploading of images and information to Museum's online collection database. Maintains collection data, records, and files. Performs administrative duties related to the overall project, including filing and copying.

REQUIREMENTS:

Bachelor's degree (Art History preferred). General familiarity with 20th century art, prints, and illustrated books. Previous print cataloguing, collections management, and archive maintenance preferred. Excellent computer skills (data processing), organizational abilities, and close attention to detail. Knowledge of German preferred. Strong research skills.

APPLICATION PROCEDURE:

Please submit resume and cover letter, including salary requirements, to jobs@moma.org. Please reference the position title in the subject line.

The Museum of Modern Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

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