

Project Director, Digital Museum of the History of Japanese in New York (Part-time)

Digital Museum of the History of Japanese in New York is seeking a qualified individual for the position of Project Director. This role will be responsible for the continued expansion and maintenance of the museum's collection, including collecting, organizing, and cataloguing new materials, along with managing the museum's website and archive. It will also seek out, build relationships with, and collaborate with various organizations and individuals who could contribute to the museum's mission. It will furthermore be responsible for maintaining close communication with and providing regular updates to the museum's board on the progress of collections, exhibits, and other museum projects.

This position is part time and will be conducted remotely.

About the Digital Museum:

Digital Museum of the History of Japanese in New York was established in May 2021 in order to collect, preserve, and disseminate Japan-related history of New York and its surrounding areas. The digitally-based museum is dedicated to highlighting the many influential contributions and legacies of both Japanese citizens and Japanese-Americans in the region to American history and Japan-U.S. relations. There is a rich, diverse history of collaboration, integration, and mutual growth between each of these communities and the museum strives to make these stories accessible to the public in engaging and informative ways.

Responsibilities of the position:

- Research and identify materials for acquisition for the museum's collections/archive
- Manage the documentation, cataloguing, and storage for the museum collections, and maintain the collections management database
- Responsible for the proper care, storage, and preservation of the museum collections, and examining items to determine their condition and authenticity
- In addition to uploading and cataloguing materials, inventory collections on a regular basis, and manage artifact loans between the museum and its lenders
- Contribute to exhibit planning and installation
- Identify, contact, and keep track of organizations and individuals in the U.S., Japan, and around the world that can collaborate with and contribute towards the museum's efforts
- Communicate regularly with stakeholders, including both the board and collaborating organizations on the progress of the museum
- Draft press releases, news, and updates for the public and serve as the primary point of contact for public inquiry about the museum
- Monitor and report museum website traffic and metrics

Qualifications:

- Demonstrated knowledge and interest in Japan-related history and culture in the United States
- General familiarity with digital management and data storage
- Excellent written and oral communication skills
- Highly organized, detail-oriented, and able to manage multiple tasks at once
- Proficiency with Microsoft Office and basic office functions (scanning, filing, etc.)
- Must be able to commit to the position long term (minimum 3 years)

Preferred Skills and Experience:

- Curatorial and/or archival experience highly beneficial (advanced degrees welcome)
- Familiarity with and/or willingness to learn and utilize different types of archival software
- Current/former resident of New York City and surrounding areas, with connections to the Japanese and Japanese-American communities
- Japanese language skills

Schedule and Compensation:

We are seeking an individual who can dedicate approximately one day/~8 hours a week towards the position, to be compensated at a rate of \$25-35/hour, depending on skills and experience.

If selected, there will be a probation period between 6 and 12 weeks long at the beginning of employment.

Application Submission Instructions:

Application period is rolling.

Please email resume/CV and cover letter to history@jaany.org.