

JOB DESCRIPTION
Archive Fellow
The Kitchen, New York

ABOUT THE KITCHEN

As one of New York City's oldest nonprofit alternative art centers (founded as an artist collective in 1971 and formalized as a 501c3 in 1973), The Kitchen is dedicated to offering emerging and established artists opportunities to create and present new work within, and across, the disciplines of dance, film, music, theater, video, visual art, and literature. Recognizing its longstanding legacy for innovation, The Kitchen remains devoted to fostering a community of artists and audiences, offering artists the opportunity to make—and for audiences to engage with—work that pushes the boundaries of artistic disciplines and strengthens meaningful dialogues between the arts and larger culture.

Among artists who have presented significant work at The Kitchen are Muhal Richard Abrams, Laurie Anderson, ANOHNI, Robert Ashley, Charles Atlas, Kevin Beasley, Beastie Boys, Gretchen Bender, Dara Birnbaum, Anthony Braxton, John Cage, Lucinda Childs, Julius Eastman, Philip Glass, Leslie Hewitt, Darius James, Joan Jonas, Bill T. Jones, Devin Kenny, Simone Leigh, Ralph Lemon, George Lewis, Robert Longo, Robert Mapplethorpe, Sarah Michelson, Tere O'Connor, Okwui Okpokwasili, Nam June Paik, Charlemagne Palestine, Sondra Perry, Vernon Reid, Arthur Russell, Cindy Sherman, Laurie Spiegel, Talking Heads, Greg Tate, Cecil Taylor, Urban Bush Women, Danh Võ, Lawrence Weiner, Anicka Yi, and many more.

ABOUT THE POSITION

The Kitchen seeks a part-time Archive Fellow for an eight-month period, to work with The Kitchen's Archivist on a large-scale preservation initiative geared towards making its extraordinary 50+ year Archive more accessible to artists, scholars and the general public for years to come. Reporting to The Kitchen's Archivist and Manager of Education, the Archive Fellow will support the implementation of new digital preservation systems, the migration of digital and born-digital assets, and the cataloging of digital objects in Archives Space. Additional tasks may include using professional scanning equipment and entering metadata for posters, calendars, photos, and slides, and assisting in the completion of The Kitchen's Processing Manual. The Archive Fellow will also engage in independent research within the archive, organizing (2) Archive Spotlights, published on The Kitchen's website On File, that highlight up to four programs or events under a shared theme.

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A successful candidate will have a solid knowledge of archival arrangement and description (DACS) and will have a knowledge of metadata standards including EAD, MODS, and Dublin Core as well as experience using LCNAF, LCSH, Getty AAT, and Homosaurus. A background in performance, music, or art history and/or a passion for avant-garde and experimental art is a plus. The Archive Fellow develops crucial experience connecting with key staff in the Archives, Curatorial, Production, Development, and Communications departments at the institution. To help inform their next professional steps, the fellow will also receive mentorship from the Archivist, Curatorial team, and other internal Staff members, and external partners regarding the arts world at large and the variety of career pathways within it. This is a part-time, in-person position; most work takes place in an offsite art storage facility where objects are stored on shelving that can require the use of a ladder. Ability to handle boxes that can weigh up to 50 lbs may be necessary at times, but this is not a requirement for this job and will not impact hiring decisions.

Duties / Responsibilities:

- Cataloging digital objects in ArchivesSpace. Knowledge of bulk metadata entry and ArchivesSpace is preferred.
- Migration of digital and born-digital assets from servers on site to offsite cloud-based preservation systems. Knowledge of file transfer protocol, Preservicea, and Contentful are preferred.
- Performing web crawls and archiving websites and social media.
- Scanning and photographing posters, prints, photographs, and slides using specialized equipment. Training will be provided.
- Authorizing artist names and creating and authorizing subject headings that reflect and represent the diversity of the communities of artists that have intersected with The Kitchen.
- Record daily logs of your archival work.
- Assist in retrieving items for researchers and assist in preparing licensing or permissions contracts.

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- Assist in updating and maintaining the On File section of The Kitchen's website.
- Provides support to staff, interns, and artists who need archive materials for exhibitions, performances, and grant applications.
- Responsible for file naming, checksums, and security of files done at ingest, and those protocols will be set by the archivist to implement our digital preservation software.
- Provide input and assist in the completion of The Kitchen Processing Manual.

Education and Experience:

- Experience working in an archive.
- Three years of experience working in a related field.
- An MLS or Certificate of Archive Management is preferred.
- A strong foundation in information systems, working with metadata, and writing finding aids is required. Related experience with cataloging, taxonomies, authorities, subject analysis, and ontologies will be considered.
- Experience with scanning and photography is a plus.
- Knowledge of current metadata standards, (DACS, DublinCore, PBCore, EAD are preferred).
- Experience with both Windows, Mac OS operating systems.

The Kitchen's avant-garde history engages an experimental institutional model that forms our ways of collaborating with artists via an ambitious and dynamic creative program. As part of our current commitment to DEAI, we recognize that an experimental artistic program requires an experimental and innovative team of contributors. Our staff is critical to the imagination of our mission. With this in mind, we appreciate that experiences across candidates may necessarily be diverse; we encourage you to apply based on your interest first and share with us in your cover letter what brings your passions to this position. We are glad to be made aware of your candidacy as we continue to grow our community.

The stipend for this position is capped at \$10,000 with no additional benefits. This is a grant-funded, part-time position at 16 hours/week starting on or after September 1, 2024, and running through May 1, 2025. The position is non-exempt according to the Fair Labor Standards Act. Candidates would ideally commit to 2 on-site days per week, 9:30a–5pm. Fellows are required to be based in the New York City area to be able to

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experience the full scope of the fellowship in-person and must be authorized to work in the United States.

The Kitchen is an Equal Opportunity Employer. We do not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender (including gender identity), sexual orientation, or any other factor prohibited by law.

Application deadline: Close of business on Thursday August 1, 2024

Application Instructions:

Please email your resume and cover letter as a single PDF to jobs@thekitchen.org with "Archive Fellow" in the subject line. We will confirm receipt of all applications, but please note that only those candidates selected for interviews will be personally contacted. No phone calls, please.