

# THE BRONX MUSEUM

## FELLOWSHIP DESCRIPTION

<b>Position Title:</b>	Collection Imaging and Photography Fellow
<b>Position Type:</b>	Part-time/Temporary, 14-months (March 2026-May 2027)
<b>Union Status:</b>	Union, UAW Local 2110
<b>FLSA Status:</b>	Non-Exempt
<b>Compensation:</b>	\$25.00/hour – \$30.00/hour, 4 days a week (28 hours a week)
<b>Benefits:</b>	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.

### About The Museum

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, The Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, The Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

# THE BRONX MUSEUM

## **Fellowship Description**

Reporting to the Director of Curatorial Programs and the Registrar and Exhibitions Manager, the grant-funded Collection Imaging and Photography Fellow supports the documentation, preservation, care, and accessibility of The Bronx Museum's Permanent Collection. The Museum's collection consists of over 1,800 works spanning all different types of media, representing contemporary artists from across the globe. From the start of the collection program in the early 1990s, the Museum has sought to acquire works that reflect the communities of the Bronx, with particular emphasis focused on works by artists of African, Asian and Latin American ancestry reflecting the dynamic communities of the Bronx, and works by artists for whom the Bronx has been critical to their artistic practice and development.

The work of the Collection Imaging and Photography Fellow ensures that the Museum achieves its goals to document, preserve, and care for the collection and serve as cultural and educational resources for all of its audiences, locally and globally.

The Bronx Museum has received generous support from Bloomberg Philanthropies to digitize its entire permanent collection and publish this database for visitors and scholars to access anywhere via an upgraded user experience. This includes creating professional photographs of each object, ensuring accurate and up-to-date information in the database entry, and file management to maintain internal and external organization.

This is a grant-funded fellowship as part of the Bloomberg Philanthropies Digital Accelerator Program. The Collection Imaging and Photography Fellow will be in-person 4 days per week (7 work hours plus 1-hour unpaid lunch per day) for the 14-month fellowship period. Requires travel to off-site storage warehouse at least 2 days a week.

## **Responsibilities**

- Assists with digitization of The Bronx Museum's permanent collection, including photographing artworks of various sizes and copy scanning archival documents
- Assists with data entry, conducting condition reports
- Employs accepted museum standards when completing work associated with object handling and preparation
- Ensures welfare of works of art during imaging
- Maintain internal and external file organization of images, information and records
- Edits digital image files to museum standards
- Maintains record logs of imaging progress
- Meets productivity goals as outlined
- Performs any other duties reasonably related to the functions described above

# THE BRONX MUSEUM

## Required Skills/Abilities

- Experience with photographing/digitizing artwork and use of archival equipment required
- Proficiency in Spanish is a plus
- Demonstrated knowledge of best practices in fine art collections management, including handling, care, preservation, installation, and electronic collection records. Must be comfortable working directly with and handling fine art objects, experience with careful handling of fragile artworks. Packing experience is a plus.
- Excellent communication skills, verbal and written
- Highly organized, detail oriented and precise
- Ability to work independently and coordinate multiple projects simultaneously in a fast-paced environment
- Strong knowledge of and passion for contemporary art and community-based arts practice
- Must be able to travel to off-site storage warehouse at least twice a week

## Cultural Commitment

- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

## Education and Experience

- Bachelor's degree, preferably in Art History, Museum Studies, Arts Administration, or Photography, or closely related field or professional experience equivalent

## Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Lifting objects up to 50 lbs., packing and unpacking artwork

## How to Apply

Deadline: Applications will be reviewed on a rolling basis beginning March 9, 2026.

Please submit a resume, cover letter and three reference contacts with a subject line of **"Collections Imaging and Photography Fellow"** to [careers@bronxmuseum.org](mailto:careers@bronxmuseum.org).

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.