

THE BRONX MUSEUM

FELLOWSHIP DESCRIPTION

Position Title:	Collection Research Fellow
Position Type:	Part-time/Temporary, 14-months (March 2026-May 2027)
Union Status:	Union, UAW Local 2110
FLSA Status:	Non-Exempt
Compensation:	\$25.00/hour – \$30.00/hour, 4 days a week (28 hours a week)
Benefits:	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.

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Reporting to the Director of Curatorial Programs and the Registrar and Exhibitions Manager, the grant-funded Collection Research Fellow supports the education, 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 Research 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 Research 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

- Assist Registrar and Exhibitions Manager to ensure accurate and up-to-date information for all objects in The Bronx Museum's collection of over 1800 objects
- Research collection and record pertinent information (including provenance, exhibition history, biographical information, and historical context) about artists and objects in the Museum's database
- Source images, when available, and maintain records of copyright and reproduction guidelines
- Actively review and update object records in database and online
- Assist with drafting of interpretive materials
- Employs accepted museum standards when completing work associated with object handling and preparation

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- Maintains record logs of progress
- Work within The Bronx Museum's style guide to ensure consistency of data across all entries
- Meets productivity goals as outlined
- Performs any other duties reasonably related to the functions described above

Required Skills/Abilities

- Advanced experience with artwork databases required
- Advanced knowledge of image reproduction rights in a fine art context
- 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 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 once 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 (or pursuing one) preferably in Art History, Museum Studies, Arts Administration or closely related field or professional experience equivalent

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer

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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 **“Collection Research Fellow”** to 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.