JOB DESCRIPTION – MICHAEL D. COE ARCHIVIST

Planting Fields Foundation is seeking a full-time archivist to organize, preserve, and manage the Foundation’s extensive archival collections. Comprised of the Coe family’s personal papers, institutional records, architectural plans, photography in various formats, as well as rare horticulture and history books, the archival collections encompass the entire history of the 409-acre estate and its various uses as a private home, state university, nonprofit museum, and public park. The Foundation also recently acquired the complete historic archive of a prominent landscape architecture firm that was established in the late 1920s. Named in memory of Yale anthropologist and chairman emeritus of Planting Fields Foundation, the Michael D. Coe Archivist will report to the President and CEO.

This is an exciting opportunity for an ideal candidate to join a growing organization embarking on a next phase of institutional growth. With a three-year strategic plan in place, opportunities abound to enrich the site’s tangible and intangible heritage and to create a long-range vision to achieve goals. The ideal candidate will be highly motivated and resourceful in overseeing the archival collections management.

Duties + Responsibilities

- The Michael D. Coe Archivist will have overall responsibility of the organization, stabilization, cataloguing, digitization, development, research, and maintenance of the Planting Fields Foundation archival collections in accordance with accepted standards and practices.
- Oversee a rehousing of the Coe family archives from one historic building to another onsite space that was recently transformed to house archival collections and support related activities.
- Develop open-source database for cataloguing all existing archival holdings and library collections, including but not limited to architectural and landscape records, film and photographic records, organizational and financial records, private documents, rare books, and ephemera. Develop and implement a publicly accessible catalogue and finding aids for these holdings.
- Implement a plan to digitize the archives collection, prioritizing critical primary resource materials.
- Develop a collecting plan for archival and library collection growth.
- Support research requests internally and externally and promote knowledge and use of the Planting Fields Foundation Archives for research by outside scholars through presentations and talks to the public or specialized groups and/or external publications.
- Develop and implement archival exhibitions, both for in-person visitors and visitors to the website.
- Work with development colleagues to apply for archives related grant applications.
- Collaborate with education, programs, and visitor experience colleagues to support the development of school curriculum, tour content, and public programming opportunities.
- Other duties as assigned.
Qualifications + Requirements

- At least 2-3 years of demonstrated experience in all phases of processing archival collections, preferably in a museum or university setting. Experience with other aspects of archival work, including research assistance, outreach, and collections care also required.
- MA, MLS, or MLIS in Archives, Library Science, Museum Studies, or related field with formal training in archives management and preservation. Commensurate experience may substitute for formal training.
- Knowledge of best practices in archives preservation requirements, storage needs, and registration procedures.
- Experience in archival digitization technologies and digital asset management.
- Proven track record in taking initiative and moving projects from conception and program design to implementation and evaluation.
- Strong communication and collaboration skills.
- Strong organizational skills, attention to detail, and ability to prioritize multiple time-sensitive projects in a fast-paced environment.
- Must be diplomatic, analytical, of the highest integrity, and possess sound judgment.
- Regular office hours are required, no remote work.
- Fluency in English; ability to communicate clearly and provide direction to staff and volunteers.

This is a full-time position based in Oyster Bay, New York. Employees are eligible to participate in a generous benefits program. Salary is commensurate with experience. Range is $50,000-$70,000.

To apply, send a resume and letter of interest (both in PDF format) to gwouters@plantingfields.org.

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org