

Helen Frankenthaler Foundation

ABOUT THE FOUNDATION

Established and endowed by Helen Frankenthaler (1928–2011) during her lifetime, the [Helen Frankenthaler Foundation](#) became active in 2013 on the closing of the artist's estate and is dedicated to promoting greater public interest and understanding in the visual arts. Based in New York, the Foundation supports the artist's legacy through a variety of initiatives, including exhibitions, loans of artwork, research and publications, conservation, educational programs for the public and the scholarly community, and grantmaking. The associated [Helen Frankenthaler Catalogue Raisonné Project](#) supports the publishing of a catalogue raisonné. As the principal beneficiary of Frankenthaler's estate, the Foundation's holdings include an extensive collection of artwork and original papers and materials pertaining to her life and work. For more information, visit www.frankenthalerfoundation.org.

ABOUT THE POSITION

The Foundation seeks a full-time, 2-year limited term Assistant Archivist or Associate Archivist to assist in processing the Helen Frankenthaler papers in the Helen Frankenthaler Foundation Archives. The Helen Frankenthaler papers, dated circa 1920–2016 and measuring over 300 linear feet, contain the personal papers of Frankenthaler and her business records, documenting her life and career through biographical records, correspondence, datebooks, interview files, writings, exhibition files, artwork inventories, financial and legal records, printed materials, photographic materials, audiovisual recordings, and memorabilia. The position will report to the Director of Archives and Library and will require a self-motivated candidate with attention to detail.

RESPONSIBILITIES:

- Arrange, describe, and rehouse archival materials in the Helen Frankenthaler papers following professional and local standards.
- Create series and folder level descriptions and inventories in archives content management database.
- Produce finding aids for each series upon processing to make available online.
- Assist with development and implementation of archives content management database.
- Collaborate with other members of the archives team to maintain and update internal processing-related documentation and tasks.
- Other duties as needed to further the mission of the archive and the Foundation.
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PREFERRED EDUCATION, EXPERIENCE, AND SKILL SETS:

- Master of Library and Information Science with an emphasis in archives or comparable work experience in an archive.
- Experience processing personal papers and creating finding aids preferred.
- 1–3 years of experience for Assistant Archivist-level position; 3–5 years of experience for Associate Archivist-level position.
- Knowledge of the prevailing standards and best practices of the archives profession, including DACS and relevant resources pertaining to processing, description, and preservation.
- Experience using archives content management systems preferred.

- Knowledge and interest in 20th and 21st century art a plus.
- Self-motivated and willing to work with minimal supervision in a small team environment.
- Uses critical thinking and has attention to detail.
- Commitment to fostering an equitable and inclusive workplace, and an ability to work effectively with others.

WORKING CONDITIONS:

- Position is Monday through Friday, five days a week in the office (in Manhattan) during standard office hours, 10 am–6 pm.
- One day a week of remote work may be considered depending on processing duties.
- Work is primarily performed at a workstation in an office environment and in archives storage.
- Periodically requires lifting, moving 25–40 lb. boxes, and using a stepstool or ladder.

COMPENSATION:

- This is a full-time, 2-year limited term position.
- The salary range associated with this position is \$80,000–\$90,000.
- Generous benefits include:
 - o Medical, dental, and vision insurance
 - o Paid holidays (12 days annually)
 - o Paid vacation (20 days annually, accrued)
 - o Paid personal days (5 days annually)
 - o Paid sick/safe time (5 days per year, accrued)
 - o Volunteering Time Off (16 hours per year)
 - o Eligibility for 401(k) after six months with the potential for employer match
 - o Optional Commuter Benefits and Flexible Spending Account
 - o Option to enroll in wellness program
 - o Potential for professional development
 - o Flexible summer Fridays

Helen Frankenthaler Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

TO APPLY:

Please send a cover letter and resume with “Assistant or Associate Archivist” in the subject line to hr@frankenthalerfoundation.org by April 15, 2025.

No phone calls, please.