

## NEW MUSEUM

### GENERAL COUNSEL

[www.newmuseum.org](http://www.newmuseum.org)

#### **The Museum:**

Founded in 1977 by curator Marcia Tucker with a bold vision of presenting contemporary culture in a critical and scholarly context, the New Museum has been a leader among contemporary art museums for nearly 50 years and is among the most respected internationally for its risk-taking curatorial program. The New Museum is a center for exhibitions, information, and documentation about living artists from around the world, focusing on emerging and under-recognized voices, and providing a platform for the artists who are defining our cultural moment.

#### **New art, new ideas.**

The New Museum believes that contemporary art is a vital social force that advances questioning, learning, and working towards a better society.

In 2007, the New Museum made history with the inauguration of its first permanent building at 235 Bowery designed by the Tokyo-based firm SANAA. Since this time, over 4 million people have visited or attended programs and events, and the Museum has 155 exhibitions featuring over 600 artists from 60+ countries in our galleries, as well as over 1,200 public programs ranging from live performances, conferences, residencies, screening, after-school programs, and family days.



Reopening March 21, 2026, the New Museum's 60,000-square-foot building expansion is designed by OMA / Shohei Shigematsu and Rem Koolhaas in collaboration with Cooper Robertson. The new seven-story, 60,000-square-foot building will double our exhibition spaces. Merging with current galleries on the second, third, and fourth floors, the OMA building will align ceiling heights to achieve connectivity between the buildings with additional space dedicated to community and education programs, including a permanent home for our art and technology incubator NEW INC.

Further cementing the New Museum's centrality to the cultural fabric of downtown Manhattan, the OMA expansion features a new public plaza at the intersection of the Bowery and Prince Street that will host art installations, performances, and gatherings. With this vastly expanded footprint and dynamic accessibility, the new building will exponentially increase our impact.

## **The Role:**

**Location:** New York, NY

**Reports to:** Vice President of Finance & Administration

The New Museum seeks an experienced and strategic General Counsel to serve as the primary legal advisor to the Museum's senior leadership team and Board of Trustees.

The General Counsel will provide comprehensive legal guidance across all Museum operations, ensuring compliance with applicable laws and regulations while supporting the Museum's mission to support and present new art and new ideas. The role also includes advising on employment, labor relations, institutional partnerships and initiatives, and contributing to risk management policies and procedures.

As part of the Department Head cohort, the General Counsel will work closely with senior team members, Director, and officers of the Board of Trustees.

## **Key Responsibilities:**

### **Labor Relations and Employment**

- Provide counsel on employment matters, including policy development, employee relations, and compliance with federal, state, and local employment laws, including FLSA, FMLA, Title VII, ADA, and NY labor laws.
- Manage union relationships and collective bargaining agreements with UAW 2110; including leading grievance negotiations and labor management committee meetings. Spearhead labor negotiations, in particular Collective Bargaining Agreement negotiations, working with external counsel.
- Handle dispute resolution, arbitrations, and National Labor Relations Board (NLRB) proceedings as needed.
- Provide legal guidance on workplace policies, disciplinary actions, and employee relations keeping employee manuals and Board bylaws up to date.
- Provide legal guidance and take the lead on any immigration matters including visa approvals and advice.
- Collaborate with the Director of Human Resources and internal culture committees.

### **Contracts, Compliance, and Risk Management**

- Review, interpret, and negotiate a wide range of contracts and documents for all areas of the Museum's program and operation including, but not limited to, construction contracts, donor/sponsorship agreements, artist agreements, loan and exhibition agreements, vendor contracts, estate matters, and affiliations and partnerships.
- Ensure compliance with nonprofit governance requirements and best practices.
- Oversee legal aspects of foundation and government grant compliance and reporting obligations.
- Provide legal oversight for museum financial compliance, including:
  - Supporting compliance with financial reporting requirements
  - Advising on tax compliance matters specific to cultural institutions

- Advising on gift receipts including from international donors as necessary
- Monitor legislative and regulatory developments relevant to New Museum's program and operations.
- Provide administrative guidance, support and assistance to staff and departments on any legal matters including copyright, leases and license agreements, insurance and risk management matters.
- Develop, monitor and maintain a risk management matrix and associated policies for the Museum.
- Take the lead on and drive to successful resolution any insurance claims that require legal support.

### **Secretary/Governance**

- Serve as a primary liaison in the preparation of Board meetings and materials.
- Oversee implementation of all governance business, including official meeting notices, minutes, resolutions, unanimous written consents, and records.
- In consultation with outside counsel, monitor compliance with complex and interrelated governing documents.
- Provide guidance and direct support to the Board President and Committee chairs on governance matters.
- Collaborate with Director and Development Department on managing the nomination, onboarding, of new Board members.
- Review and advise on nonprofit and museum-specific governance standards, practices, systems, and methods, including but not limited to Board protocols, procedures, proceedings, documentation, information, corporate document filing, and file maintenance.
- Research general corporate matters and law related to Museum's board and governance matters.



### **The Leader:**

The ideal candidate will have experience leading a best-practice legal function in museums/nonprofits with a keen understanding of the unique challenges and opportunities faced by cultural institutions locally and globally. They will possess a majority of the following professional and personal attributes and competencies:

- Minimum of 8 years of relevant legal experience, with at least 3 years in a senior legal role in a cultural institution and/or nonprofit.
- Experience specifically within New York City's cultural sector, is a benefit.
- Strong knowledge of legal issues specific to contemporary nonprofit institutions, including intellectual property law, contract law, visas, donor restrictions, unionized staff, and nonprofit governance.
- Experience working with unions and labor relations is required, including collective bargaining experience.

- Contracts, compliance and risk management experience typical of a place-based organization with a physical building (including, but not limited to, construction and facilities contracts) will be beneficial.
- Experience managing outside counsel relationships.
- Experience with nonprofit financial governance, endowment management, and restricted funds.
- Outstanding communication, oral, drafting, and analytical skills, with the ability to synthesize and explain complex legal concepts to non-legal audiences.
- Strategic, empathetic, and solution-oriented; Able to work collaboratively and build relationships and trust across Departments and members of the Board of Trustees.
- Deep commitment to the Museum's mission and values.

### **Education & Bar Admission:**

- A JD degree from an accredited law school
- Admission to the New York State Bar

### **Compensation & Benefits:**

- Salary: \$190,000 - \$210,000
- A full comprehensive benefits package that includes Medical, Dental, Vision, Employee Assistance Program (EAP), Flexible Spending Account (FSA), Health Reimbursement Program through the Difference Card, Commuter Benefits Program through the Difference Card, Voluntary Short Term Disability Plan and Long-Term Disability, Life Insurance, Retirement Plan, and other voluntary benefits.
- We offer full-time employees 15 days of paid time off, 8 sick days off and 13 holidays off as applicable through the fiscal year.



## Equal Opportunity Employer

- The New Museum of Contemporary Art believes that all persons are entitled to Equal Employment Opportunity and we do not discriminate against our staff members or applicants for employment because of race, creed, color, religion, national origin, gender identity and expression, sex, age, disability, marital status, political affiliation, sexual orientation, genetic information, or veteran or citizenship status provided they are qualified and meet the requirements for the job. The New Museum provides Reasonable Accommodation for candidates with Disabilities. All candidates hired must be vaccinated with the COVID vaccine.

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If you have an interest in this opportunity, please send your resume and a compelling cover letter to:

**Tory Clarke**  
Partner, Bridge Partners  
[tory.clarke@bridgepartnersllc.com](mailto:tory.clarke@bridgepartnersllc.com)

*We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role.  
If much of this Job Description describes you, then please apply for this role.*

*Priority will be given to applications submitted by April 17th 2026  
although we will continue to receive and review applications until the position is filled.*