

Employment Opportunity:**Curatorial Fellow** (Available Summer 2017 or earlier)**About the Museum**

The Rubin Museum of Art is a dynamic environment that stimulates learning, promotes understanding, and inspires personal connections to the ideas, cultures, and art of the Himalayas.

Now in its second decade, the Rubin welcomes over 175,000 visitors annually and has a growing membership of more than 4,000 households. Contained within five floors of galleries are several long-term rotating installations drawn from the permanent collection as well as frequent short-term loan exhibitions that are more broadly conceived in concept, art, geography, medium, and time. The Museum presents over 250 films, performances, and on-stage conversations annually as well as a robust roster of other educational initiatives. The ground floor is free-to-all and is a lively nexus for conversation, shopping, and refreshment.

The Museum's collection includes over 3,500 objects spanning more than 1,500 years up to the present day. Renowned for its quality and depth, the collection focuses on art from the Tibetan Plateau and is broadened by a significant number of important examples from surrounding regions, including Nepal, Bhutan, India, Pakistan, Afghanistan, China, and Mongolia.

About the Position

The fellowship term will provide insight in critical aspects of museum work including exhibitions, research, collections management, conservation, art handling, education, and publications. The Fellow will be expected to participate in the Museum's programmatic and intellectual life during regular staff hours. This is a 12-month appointment term with the potential for an extension to 24 months.

The incumbent reports to the Senior Curator of Collections & Research.

Responsibilities:

Responsibilities include but are not limited to the following:

- Primarily collection based research, including research of the museum's collection, assisting with an ongoing collection assessment, updating object records, assisting with the development of the museum's growing digital and online presence, and other collection-based duties as assigned.
- Works with the assigned curatorial supervisor on one or more exhibitions and explore possible topics in exhibition development.

- Gives gallery talks and develops presentations.
- Assists curators in the accomplishment of a wide variety of curatorial tasks.
- In collaboration with other curatorial staff, develops and/or assists with Rubin Museum projects.
- Performs other duties as assigned

Qualifications:

- At least an MA, preferably PhD candidate in Himalayan art history or a related field such as Tibetan studies, Buddhist studies, cultural anthropology, museum studies, or equivalent experience.
- Some experience within the curatorial area of an art museum or research institution.
- Familiarity with object research and exhibition development processes.
- Must have excellent oral and written communication skills.
- Reading and/or writing knowledge of Tibetan, Nepali, Sanskrit, or other relevant research languages.
- Excellent interpersonal skills.
- Demonstrated creativity and critical thinking skills.
- The ability to work well with others and a sense of humor.
- Knowledge of Adobe Photoshop software application preferred.
- Proficient in Microsoft Office Suite applications (Word, Excel, PowerPoint, Outlook)
- Database experience preferred (PastPerfect, TMS and similar systems).

SALARY:

- A salary of \$40,000 per annum.
- 20% of work time will be made available for the Fellow to pursue research topics of his/her own choosing.

The Rubin offers an attractive and competitive benefits package.

Please provide the following as part of your application:

- Complete resume.
- A cover letter addressing both your interest in the Rubin Museum and qualifications for this position.

Application:

- Indicate Curatorial Fellow on Subject Line of Email or in body of cover letter.
- Application in electronic format preferred and accepted at jobs@rubinmuseum.org
- Mailed application – Manager, Human Resources, Rubin Museum of Art,
- 150 West 17th Street, New York, New York 10011.