

## **Employment Opportunity:** Research Assistant – Temporary Part-time

### **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 3,000 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 Research Assistant will provide assistance with the collection assessment and cataloging project, working closely with both the Curatorial and Collections Management departments.

The Research Assistant position is a temporary part-time exempt 24-hour per week position for a period of twelve (12) months from January 3, 2017 to December 31, 2017. The incumbent is required to work a 3-day work week schedule as follows: Mondays – 9:00 a.m. to 5:00 p.m.; Tuesdays – 9:00 a.m. to 5:00 p.m.; and Fridays 9:00 a.m. to 5:00 p.m.

The incumbent will report to the Senior Curator, Collections & Research.

### **RESPONSIBILITIES:**

The part-time temporary Research Assistant will:

- Assist curators with collection assessment/cataloging reports
- Gather data on objects, looking up and scanning publications and other missing attachments, compile bibliographic information

- Participate in object reviews, take notes, transcribe inscriptions, etc.;
- Provide data entry support
- Aide in creating fields and search terms, resolving terminology and spelling issues, developing a lexicon for the database
- Generate individual object reports
- Work on other duties as assigned related to the collections assessment/cataloging project

**Qualifications:**

- Good reading knowledge of classical Tibetan.
- Familiarity with transcription systems such as Wylie, etc.
- Database experience required.
- Bachelor's degree with a minimum of 1-2 years of work-related experience required.
- Must have excellent administrative and general office skills.
- Excellent verbal and written communication skills required.
- Must be able to handle sensitive information with discretion and integrity.
- Good sense of humor a plus.
- Qualities such as flexibility, collaboration, and the ability to work well with others essential.
- Proficient in Microsoft Office Suite and similar applications.

**Compensation:**

- Hourly rate of \$17.00

**Please provide the following as part of your application:**

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

**Applications:**

- Indicate **Research Assistant – Temporary, Part-time** on Subject Line of email or body of cover letter. Applications in electronic format preferred, and accepted at [jobs@rubinmuseum.org](mailto:jobs@rubinmuseum.org)
- Applications in electronic format preferred, and accepted at [jobs@rubinmuseum.org](mailto:jobs@rubinmuseum.org)
- Mailed applications – Manager, Human Resources, Rubin Museum of Art, 150 West 17<sup>th</sup> Street, New York, New York 10011.