Employment Opportunity:
Administrative Assistant, Curatorial Admin. & Collections – Part-time/Hybrid

About the Museum
The Rubin Museum of Art located in the Chelsea, New York City area, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present.

Through Himalayan art, cultures, and ideas, the Rubin serves as a guidepost to examine big questions of what it means to be human today with the intent of creating a more compassionate, resilient world.

With its globally renowned collection, the Rubin fosters understanding and appreciation of this extraordinary region by connecting its art and ideas to contemporary issues that are relevant in our visitors’ lives today.

Largely inspired by the philosophical traditions of Buddhism and Hinduism, the Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and sciences. In doing so, the Museum serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

Within its five floors of galleries are several long-term rotating installations drawn from the permanent collection, including Gateway to Himalayan Art, Masterworks and our recently installed interactive Mandala Lab among others.

About the Position
The Administrative Assistant, Curatorial Administration and Collections (CAC) - PT is responsible for providing administrative support across the department which encompasses Curatorial, Collections, and Exhibition Design.

This is a part-time non-exempt position required to work up to 24 hours per week – Mondays through Fridays.

The incumbent reports to both the Registrar and Collections Manager.

Responsibilities:
- Assists and supports CAC department with all administrative tasks.
- Updates collections database (TMS) records and online database (emuseum) for curatorial, collections management, and exhibitions
- Assists in record keeping for collection management, registration and curatorial including: object condition, loans, exhibitions, collection photography, the image
database, and others as assigned. Also assists in organizing exhibition design files and records as assigned.

- Assists with circulation, shelving, and cataloging of the Collections and Curatorial library.
- Coordinates key departmental meetings related to the Curatorial, Exhibitions and Collections department through scheduling, booking meeting rooms, preparing agendas through ASANA, minute taking, and follow up correspondence.
- Coordinates department travel needs.
- Assists in tracking departmental spending against budget, processes payments, keeps cost centers informed of budget status, and alerts relevant managers of potential budget issues.
- Orders and tracks supplies for various team members.
- Responds to inquiries and drafts correspondence related to collections and exhibitions via email and phone in a prompt and professional manner.
- Manages digitization of collection, exhibition, and loan records.
- Coordinates departmental intern interviews.
- All other duties as assigned.

Qualifications:
- High School Diploma or equivalent required
- 1-2 years administrative experience preferred
- Proficient in Microsoft Office applications: Word, Excel, Access, PowerPoint, and One Note.
- Experience with or the ability to learn specialized software systems is required, including TMS and ASANA. Key skills include accurate data entry and generating reports.
- Must have excellent communication, organizational and interpersonal skills.
- Highly organized and detail oriented.
- Ability to work independently and facilitate teams of diverse personalities.
- Must be able to effectively multitask in a fast paced environment.
- Ability to understand and maintain the highest levels of confidentiality and discretion.

Wage Rate: $17.00

Hybrid work model:
The Rubin is committed to a hybrid work from home (WFH) environment. Our current hybrid model allows employees to work offsite as much as is practical based on their job responsibilities and will stay in effect until possibly the end of August 2022. The Rubin’s future WFH policy will allow employees to work offsite three (3) days per week based on their job responsibilities and will take effect in September 2022 at the earliest.

COVID-19 Vaccination requirement:
- Newly hired employees are required to be fully vaccinated for COVID-19 (i.e. have received both doses of a 2-dose vaccine OR a single dose of a one-dose vaccine) and must provide proof once a job offer has been made.
- The above definition of what it means currently to be fully vaccinated is based on the definition from the Centers for Disease Control and Prevention (CDC).
Please provide the following as part of your application:

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

Application:

- Please indicate Administrative Assistant, CAC Dept.- Part-time in the subject line of email and in the body of the cover letter.
- Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
- Send application by mail to: The Rubin Museum of Art, 150 West 17th Street, New York, NY 10011. Attention: Head of Human Resources Dept.

The Rubin Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.