Employment Opportunity:
Administrative Coordinator, Part-time

About the Museum
The Rubin Museum of Art in Chelsea, New York City, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present. With its globally renowned collection of nearly 4,000 objects largely centered around the Tibetan Plateau and spanning 1,500 years, the Rubin fosters understanding and appreciation of this region by relating its art and ideas to our shared human experience today.

The Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and explore the mind. Through this work, the Rubin serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

The five gallery floors feature several long-term rotating installations drawn from the permanent collection as well as frequent short-term exhibitions that are more broadly conceived.

Now in its second decade, the Rubin welcomes visitors and has a growing membership of more than 4,000 households.

About the Position
In this part-time position, the Administrative Coordinator is responsible for providing overall general administrative support and assistance to the Museum.

This is a part-time, non-exempt position of twenty (20) hours per week with a workweek schedule from Mondays to Fridays with some flexibility required as needed.

The incumbent will report to the Head of Human Resources.

Responsibilities:
Museum Leadership

- Handles confidential information including correspondence and other documentation for the Deputy Executive Director/ CFO & COO.
- Sets-up and maintains contract, legal, and other files.
- Provides administrative support as needed including scheduling meetings and logistical assistance.
Trustee

- Working with the Director’s Office & Board Liaison provides administrative support for trustee-committee matters (except Executive Committee), including trustee communication and meeting logistics.

Human Resources

- Assists Head of Human Resources with hiring, new-staff orientation, organization charts, and staff directories.
- Assists in tracking employee attendance and preparing reports.
- Posts vacant positions internally and externally as needed.
- Updates organization charts on a monthly basis.

Finance

- Assists Finance with weekly cash and checks bank deposits.

Office Administration

- Updates Office Management Memorandum as required, conducts office-management orientations for staff.
- Assists staff with office-management related needs and questions.
- Monitors, manages, and maintains office-management resources (including supplies and staff kitchen/lounge provisions).
- Manages timely order of business cards and stationary in coordination with the Marketing department.

All other duties as assigned.

Qualifications:

- Bachelor’s degree required.
- 2 plus years of general office administration experience preferred.
- Must have excellent verbal and written communication skills.
- Must be well organized and detail oriented with the ability to manage multiple tasks.
- Qualities such as flexibility, collaboration, and the ability to work well with others are desirable.
- Proficiency with Microsoft Office Suite (Excel, Word, and PowerPoint) and other software applications required.
- Work experience in a museum or cultural institution a plus but not required.

Compensation: Hourly rate: $18 to $20.

The Rubin Museum offers a generous 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 your qualifications for this position.
Application:
- Please indicate Administrative Coordinator, PT in the subject line of email and in body of cover letter.
- Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
- Send mail applications 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.