Employment Opportunity:
Assistant Graphic & Digital Designer (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 Assistant Graphic and Digital Designer is responsible for digital and print design and production, including visuals, animations, and video for social media and the Rubin’s Spiral Magazine; exhibition labels and texts; infographics, brochures; event calendars; invitations; posters; signage; flyers; ads; annual reports; program announcements.

This is a full-time, exempt position and the incumbent will report to the Senior Creative Manager within the Marketing & Communications department.

Responsibilities:
- Acts as primary designer for projects as assigned, and provides design support as needed.
- Produces high quality and effective design solutions on schedule and within budget.
- Implements brand guidelines and visual systems across all print and digital materials.
• Maintains the departmental calendar and monitors projects as they move from internal client request through editorial, design, and production; determining job specifications and obtaining price quotes.
• Collaborates with the Senior Creative Manager and Exhibition Designers in the development and maintenance of gallery materials, exhibition labels and texts.
• Collaborates with the rest of the Marketing & Communications and Digital Teams to produce visuals for the Museum's website, digital signage, in-gallery interactives, email campaigns, social media platforms (IG, FB, TW, YT, LI), and other 3rd party platforms.
• Creates basic motion graphics and video, and has the desire to grow this skillset.
• Has a basic understanding of User Experience design.
• Coordinates and produces the Museum's signage and templates.
• Provides production assistance for projects as required, including materials sourcing, image retouching and enhancement, typesetting, and file prep.
• Leads vendor communications to produce print and signage materials.
• Interviews, manages and supervises seasonal graphic design interns.
• Manages and maintains equipment needs (printer, supplies).
• Coordinates with and provides design support for other departments, i.e. creating PowerPoint and Word presentations and templates.
• Keeps files organized, accessible and up to date on the server.
• Manages and records budget line items in the team’s financial tracking document.
• Manages press runs, obtain postage estimates, coordinates mailing list needs and print quantities with vendors.
• Participates in select museum events such as exhibition openings.
• Studies trends across platforms, including social media, podcasts, etc.
• Other duties as assigned.

Qualifications:
• B.A. in graphic design or comparable experience.
• 2 to 3 years of professional experience in graphic design, production, and image management. Museum experience a plus.
• Must have a portfolio showcasing a wide variety of strong print and digital design.
• Expert-level understanding of all print production processes and digital industry best practices.
• Must be proficient in pre-flighting in pre-press production.
• Knowledge of digital vs offset printing (CMYK/PMS) a plus.
• Knowledge of specialty printing (foil, embossing, die cut, and binding) a plus.
• Knowledge of paper specifications and ability to create design mock-up prototypes a plus.
• Proficiency in digital media, creating advertising banners and gifs.
• Knowledge of basic editing and graphics for videos.
• Expertise in Adobe Creative Cloud Suite, Photoshop, Illustrator, InDesign, Acrobat, Keynote.
• Proficiency in Premiere and AfterEffects.
• Proficiency in MS Word, PPT, Excel, Outlook, and Google Docs.
• Knowledge of Asana (Project Management Web Application) a plus.
• Must have excellent communication and time management skills including the ability to work with minimum supervision.
• Must be able to work in collaborative, cross-functional team environments.
• Must be organized and detail-oriented with excellent follow-up skills.
• Must be a team player with a “can do,” pitch-in attitude.
• Ability to develop new, relevant technology skills as required.
• Familiarity and/or experience with Himalayan arts and cultures a plus.
• Strong interest and/or background in Himalayan art and Buddhist arts and ideas preferred.

Salary & Benefits
• Low to mid- $40ks commensurate with experience.
• The Rubin Museum offers a generous and competitive compensation and benefits package. This includes the Museum’s current hybrid Work From Home (WFH) model that remains in effect until possibly the end of August 2022. The Rubin’s WFH Policy rollout that will allow employees to work offsite three (3) days per week based on their job responsibilities may take effect in September 2022.

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 as part of your application
• Complete resume.
• Portfolio (PDF or website).
• Detailed cover letter, outlining all relevant qualifications.

Application:
• Indicate Assistant Graphic & Digital Designer on the subject line of email and in body of cover letter.
• Application via email preferred and accepted at jobs@rubinmuseum.org
• Mail application to: Attention – Human Resources Department, Rubin Museum of Art, 150 West 17th Street, New York, New York 10011

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.