Employment Opportunity:
Assistant Manager, Special Events

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 has welcomed over 200,000 visitors in the past year and has a growing membership of more than 4,000 households.

Within its five floors of galleries are several long-term rotating installations drawn from the permanent collection as well as frequent short-term exhibitions that are more broadly conceived. The Rubin’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.

The Rubin presents films, performances, and on-stage conversations as well as a robust roster of other educational initiatives. The ground floor, anchored by its magnificent staircase is free and open to all visitors and provides a lively nexus for conversation, shopping, refreshment and dining.

About the Position
The Assistant Manager, Special Events is an exempt full-time position. The Assistant Manager is responsible for managing and administering assigned special events and group reservations, overseeing the processing of payments and tracking, and providing overall managerial and administrative support to the Special Events & Group Visits department. He/She/They will assist in providing strategic and creative input in the goals and direction of the department and will work closely with numerous departments throughout the Museum for both internal and external events. This position requires flexibility to work on evenings and weekends as needed.

The incumbent will report to both the Senior Manager, Event Experiences & Group Visits and the Senior Manager, Special Events respectively.

Responsibilities:
- Manages assigned tasks including: executing external facility rental events, retreats & group experiences, as well as internal Museum hosted events including exhibition openings, cultivation events, volunteer recognition events, and staff celebrations in accordance with Museum’s operational policies and facility guidelines.
- Manages assigned group visits including external adult, café, and happy-hour group reservations in accordance with Museum capacity regulations, group guidelines, and hours of operation.

- Provides on-site coverage for assigned special events and group reservations; conducts site visits as assigned.

- Responds to phone calls and e-mails related to event inquiries; oversee Rubin Museum Facility Rentals email inbox to ensure that all incoming inquiries are receiving information in a timely manner and applicable information is tracked in the database.

- Responsible for the execution and management of the Rubin Museum of Art’s Birthday Art Lab program in collaboration with School & Family Programs, including marketing and program content.

- Works closely with the part-time Group Visits Assistant to ensure all departmental administrative tasks are completed.

- Maintains up-to-date tracking of all internal and external events and group visits attendance data using The Raiser’s Edge database or ACME Technologies database; provides ongoing activity reporting in regards to active internal/external events and group visits.

- Prepares quarterly revenue reports, as well as a bi-weekly schedule of confirmed events, and relevant event-related materials.

- Administers processing and tracking of all Rubin Museum event contracts, ancillary agreements, contract riders, insurance certificates, or other event documentation.

- Inputs logistical details pertaining to assigned tentative and secured special events and group reservations in Rubin Museum Calendar; updates relevant Museum staff and stakeholders regularly. Attends weekly Logistics meeting to communicate event and K2 Lounge operational needs.

- Meets weekly with the Senior Manager of Special Events and the Senior Manager of Group Visits to discuss upcoming event logistics and planning.

- Liaises with the Café Manager and Museum Operations department to communicate setup requirements of the Café and K2 Lounge.

- Working closely with the Senior Manager, Special Events and the Senior Manager, Event Experiences and Group Visits to identify and implement marketing strategies, including maintaining website content and authoring social media content in collaboration with Marketing & Communications for events, experiences, and Café/K2 Lounge.
• Keeps abreast and conversant with all exhibitions and programs (current and upcoming) by attending curator and educator-led staff orientations as assigned.

• Other duties as assigned.

Qualifications:
• Bachelor’s degree.
• Minimum of two years event operations experience (preferably in a museum or cultural center).
• Proficiency in Microsoft Office required, Raiser’s Edge (or comparable donor database), and Acme Technologies (or comparable processing system) preferred.
• Excellent interpersonal and communication skills – required.
• Excellent writing skills – required
• Must be able to interact with clients (internal and external) with confidence and integrity.
• Understanding of customer service.
• Ability to multi-task and problem solve – required.
• Interest in event sales – required.

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:
Due to the volume of applications anticipated, only those candidates that most directly meet the requirements of the position will be contacted.

• Please indicate Assistant Manager, Special Events on Subject Line of email or in body of cover letter.
• Applications in electronic format preferred, and accepted at jobs@rubinmuseum.org
• Mailed applications – Head of Human Resources, Rubin Museum of Art, 150 West 17th Street, New York, NY 10011.