



**Employment Opportunity:  
Assistant Manager of Docent & Access Programs {Hybrid}**

**About the Museum**

The Rubin Museum of Art in Chelsea, New York City, is a Museum and global platform that explores and celebrates the diversity and uniqueness of Himalayan art, ideas, and cultures 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, largely centered around art from the Tibetan Plateau, 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.

**About this Position**

Working with the Senior Specialist, Himalayan Arts and Culture, the Assistant Manager of Docent and Access Programs will lead and manage the Rubin Museum of Art's docent programs and accessibility initiatives. This role is responsible for all aspects of the docent program including recruitment, content creation for tours and trainings, scheduling, and communication with docents and educators. The incumbent will lead the planning, implementation, and reporting of access programs and advise on institutional practices to increase Museum accessibility both in-gallery and online. The Assistant Manager is a collaborative and visitor-driven individual committed to making the Museum feel welcome and inclusive for its audiences.

This is a full-time exempt position with a workweek schedule of Tuesdays through Saturdays with core work hours from 9:00 AM to 5:00 PM with some flexibility required.

The incumbent will report to the Senior Specialist, Himalayan Arts and Culture.

**Responsibilities:****Docent Programs:**

- Leads the docent program in conjunction with the Senior Specialist, Himalayan Arts and Culture, to maintain ongoing training and recruitment.
- Creates gallery tour experiences of exhibitions and the collection for diverse audiences.
- Supports the development of special themed tours and other tour offerings.
- Develops and manages training curricula and associated materials for docent onboarding, as well as ongoing docent and staff instruction.
- Develops sustainable methods for online delivery of guided tour content as required.
- Collaborates with Programs and Partnership, Curatorial, and Marketing and Communications Departments.
- In collaboration with the Senior Specialist, Himalayan Arts and Culture, supervises and leads evaluations for all docents using visitor insights to inform work.
- Works closely with the Coordinator, Box Office and Group Visits, to manage scheduling systems relating to booking and delivering guided tours.
- Assigns docent educators or staff to lead tours (in conjunction with other team members as required).
- Prepares and submits web requests and updates as required.
- Manages internal websites (Online Guide Resources) for documentation of training resources.
- Maintains inventory of supplies and replenishes as needed.
- Maintains docent program records, files, and data for reports, promotions, and digital initiatives.
- Prepares budget and financial planning and reporting materials as needed.
- Leads tours for audiences as required.
- Serves as main point person for communication with docents.
- Cross-trained to perform basic POS functions at the admissions desk.

**Access Programs:**

- Leads and implements access-related tours and programs.
- Produces regular access trainings for staff and docents.
- Supports and leads accessibility initiatives for online content, including participation in the web redesign project.
- Attends key workshops and trainings on accessibility and community groups.
- Develops and build tours for accessibility programs.
- Maintains and fosters relationships with groups related to access audiences.
- Participates in cross-departmental meetings, including Museum logistics and content development sessions.
- Maintains and cultivates professional networks and groups working with accessibility programming.
- Maintains access program records, files and data for reports, grant applications, promotions, and digital initiatives.
- Working with the Development team, prepares reports and updates on access programs for sponsoring organizations.
- Initiates access programming-based community outreach for promotion and audience expansion.
- Prepares budget and financial planning and reporting works.

- Creates partnerships to help expand audience reach and program profile.
- Produces and coordinates marketing and promotion efforts for programs.
- Performs all other duties as assigned.

**Qualifications:**

- Bachelor's degree – preferred.
- Minimum of two years of experience – preferred.
- Must have strong written and verbal communication skills.
- Must have excellent interpersonal skills.
- Must have superb time management skills; be detail oriented; be highly organized and able to handle multiple tasks, adhere to deadlines, and work independently and as part of a team.
- Creative and resourceful mindset, with a roll-up-your-sleeves mentality.
- A motivated self-starter who is flexible, courteous, and diplomatic in dealing with staff and others.
- Proficiency with Microsoft Excel, Word, and PowerPoint.
- Knowledge of project management software (i.e., Asana) is a plus.
- Experience with leading tours for museums is a plus.
- Experience and confidence with public speaking in a group setting is a plus.

**Salary: \$45k to \$50k** commensurate with experience.

The Rubin Museum offers a generous and competitive compensation and benefits package. This includes the Rubin's Work from Home (WFH) Policy that allows employees to work offsite four (4) days per week based on their job responsibilities. This policy took effect on September 14, 2022, and will end in its current format on March 31, 2023. The WFH benefit policy will be reviewed and revised as needed.

**COVID-19 Vaccination Requirement:**

- Newly hired employees are required to be fully vaccinated for COVID-19 (i.e., have received both doses of a two-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 currently means 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:**

- Indicate **Assistant Manager of Docent & Access Programs** in the subject line of email or in body of cover letter.
- Application in electronic format preferred and accepted at [jobs@rubinmuseum.org](mailto:jobs@rubinmuseum.org).
- Mailed applications must be sent to Head of Human Resources, 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.*

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