**Employment Opportunity:**  
**Assistant Manager of Docent & Access Programs**

**About the Museum**  
The Rubin Museum explores and celebrates the diversity of Himalayan art, ideas, and culture. 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. Aligned with ongoing research into learning, behavior, and the brain, the Rubin offers innovative exhibitions and programs that ask big questions and examine provocative ideas. Through this work, the Museum serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

The Rubin’s collection of nearly 4,000 objects tells the story of 1,500 years of Himalayan Art. Inspired by the ideas of Tibetan Buddhism, Hinduism, Bon, and other religious systems, Himalayan art is uniquely conceived as a tool for contemplation and mental training, intended to help viewers develop awareness. We introduce our audiences to these religious and philosophical traditions, using art to spark reflection and shift perspectives.

The Rubin presents onstage conversations, music, film, and performances, as well as a robust roster of innovative educational initiatives. The ground floor provides a lively nexus for conversation, shopping, refreshment, and dining. Anchored by its magnificent staircase, this floor is free and open to all and serves as a safe and welcoming space.

**About this Position**  
Working with the Chief Experience Officer, 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, and scheduling. The incumbent will lead the implementation of access programs and advise on institutional practices to increase museum accessibility for audiences with disabilities. The Assistant Manager is a collaborator and visitor-driven individual committed to making the Museum feel welcome and inclusive for its audiences.

This is a full-time exempt position and the incumbent will report to the Chief Experience Officer.

**RESPONSIBILITIES:**  
**Docent Programs**
- Leads the docent program in conjunction with the Chief Experience Officer to maintain ongoing training and recruitment.
- Creates gallery tour experiences for exhibitions and the collection for diverse audiences.

THE RUBIN MUSEUM OF ART  
150 WEST 17TH STREET  
NEW YORK, NEW YORK 10011  
TELEPHONE 212 620 5000  
WWW.RUBINMUSEUM.ORG
Develops and manages training curricula for docent onboarding and ongoing docent and staff instruction.
Collaborates with Programs and Partnership, Curatorial, and Marketing and Communications teams.
In collaboration with the Chief Experience Officer, supervises and leads evaluations for all docents using visitor insights to inform work.
Works closely with Assistant Manager, Box Office and Group Visits, to manage scheduling systems relating to booking and delivering guided tours.
Manages internal websites (Online Guide Resources) for documentation of training resources.
Maintains inventory of supplies and replenishes as needed.

Access Programs
Leads and implements access-related tours and programs.
Produces regular access trainings for staff and docents.
Attends key workshops and trainings on accessibility and community groups.
Develops and build tours for accessible programs.
Maintains and fosters relationships with groups related to access audiences.
Participates in cross-departmental meetings and content development sessions.
Maintains and cultivates professional networks and groups working with accessibility programming.
Performs all other duties as assigned.

Qualifications:
- Bachelor’s degree – preferred.
- Minimum of 1 to 2 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.
- Proficient with Microsoft Office Suite (Excel, Word, and PowerPoint) application - required.
- Knowledge of project management software (i.e., Asana) - a plus.

The Rubin Museum offers a competitive salary and excellent benefits.

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.
- Mailed application should be sent to: Attention: Head of Human Resources, Rubin Museum of Art, 150 West 17th Street, New York, New York 10011.