EMPLOYMENT OPPORTUNITY:
Assistant Manager of Graphic Design & Production

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 our 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 various religious and philosophical traditions and, in doing so, use art to spark reflection, and shift perspectives.

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

About this Position
The Assistant Manager of Graphic Design & Production is responsible for print and digital design and production, including exhibition labels and texts; brochures; event calendars; invitations; posters; signage; social media; flyers; ads; annual reports; program announcements.

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

Responsibilities:
- Acts as primary designer for projects as assigned, and provide 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 monitor projects as they move from internal client request through editorial, design, and production; determining job specifications, obtaining price quotes, and producing timely, well-designed, and appropriate solutions.
• Collaborates with the Senior Creative Manager and Exhibition Designers in the development and maintenance of gallery materials, exhibition labels and texts.
• Collaborates with the team to produce images and animations for the Museum’s website, digital signage, social media platforms and email campaigns.
• 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 provide 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, coordinate mailing list needs and print quantities with vendors.
• Participates in special events.
• Other duties as assigned.

Qualifications:
• B.A. in graphic design or comparable experience.
• 3 years of professional experience in graphic design, production, and image management. Museum experience a plus.
• Expert-level understanding of all print production processes and digital industry best practices.
• Proficiency in pre-flighting in pre-press production.
• Knowledge in digital vs offset printing (CMYK/PMS).
• Knowledge in specialty printing (foil, embossing, die cut, and binding).
• Knowledge of paper specifications and ability to create design mock-up prototypes.
• Portfolio showcasing a wide variety of strong print design.
• Proficiency in digital media, creating advertising banners and gifs.
• Expertise in Adobe Creative Cloud Suite, Photoshop, Illustrator, InDesign, Acrobat.
• Proficiency in Premiere and AfterEffects.
• Proficiency in MS Word, Excel, Outlook, and Google Docs.
• Knowledge of Asana (Project Management Web Application)
• Excellent communication and time management skills.
• Ability 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.

Salary
• $40,000 to $45,000 commensurate with experience.
• Competitive benefits package.
Please provide as part of your application

- Complete resume.
- Portfolio (PDF or website).
- Detailed cover letter, outlining all relevant qualifications.

Application:

- Indicate Assistant Manager of Graphic Design & Production 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 seeks diversity in its staff.