EMPLOYMENT OPPORTUNITY:
Assistant Manager of Graphic Design & Production

About the Museum
The Rubin Museum of Art in Chelsea, New York City, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present. With its globally renowned collection of nearly 4,000 objects largely centered around the Tibetan Plateau and spanning 1,500 years, the Rubin fosters understanding and appreciation of this region by relating its art and ideas to our shared human experience today.

The Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and explores the mind. Through this work, the Rubin 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 as well as frequent short-term exhibitions that are more broadly conceived.

Now in its second decade, the Rubin welcomed around 170,000 visitors last year and has a growing membership of more than 4,000 households.

About the 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 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 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 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, coordinate mailing list needs and print quantities with vendors.
Participates in special events.
Other duties as assigned.

Qualifications:
- B.A. in graphic design preferred.
- 3 years of professional experience in graphic design, production, and image management. Museum experience a bonus.
- Expert-level understanding of all print production processes and digital industry best practices.
- Proficiency in pre-flighting in pre-press production - required.
- Knowledge in digital vs offset printing (CMYK/PMS) a – plus.
- Knowledge in specialty printing (foil, embossing, die cut, and binding) – a plus.
- Knowledge of paper specifications and ability to create design mock-up prototypes - Portfolio showcasing a wide variety of strong print design – preferred.
- Proficiency in digital media, creating advertising banners and animated gifs.
- Must be proficient in the use of Premiere and AfterEffects graphic software applications.
- Proficiency in MS Word, Excel, Outlook, and Google Docs – required.
- Knowledge of Asana (Project Management Web Application) – a plus.
- Must have excellent communication and time management skills.
- 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.

Salary
- $40,000 to $45,000 commensurate with experience.

The Rubin Museum offers a generous and 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

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.