Employment Opportunity:
Coordinator, Curatorial Administration & Collections {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.

Summary Description
The Coordinator, Curatorial Administration & Collections (CAC) is responsible for coordinating activities and providing administrative support across the department that encompasses Curatorial, Collections, and Exhibition Management and Design.

This is a hybrid eligible, full-time and exempt position with a workweek schedule of Mondays through Fridays with core work hours from 9:00 AM to 5:00 PM with some flexibility as needed.

The incumbent will report to the Director of Curatorial Administration & Collections.

RESPONSIBILITIES:
- Coordinates activities and supports the CAC department with all administrative tasks.
- Updates collections database (TMS) records and online database (emuseum) for curatorial, collections management, and exhibitions.
- Assists in record keeping for collection management, registration, curatorial and exhibition design including: collections assessment cataloging updates, object condition reports, loans, exhibition drawings and sketches, exhibition planning documents, collection photography, the image database, updating curatorial
checklists and others as assigned. Also assists in organizing exhibition design files and records as assigned.

- Assists with administration and security of collections database (TMS), including: providing staff support to the database, managing security settings, and generating reports using Crystal Reports software.
- Oversees the circulation, shelving, and cataloging of the Collections and Curatorial library. Maintains up-to-date periodical subscriptions. Submits purchase orders for additions to libraries as requested by Curatorial and Collections staff and approved by DCAC.
- Coordinates key departmental meetings related to the Curatorial, Exhibitions and Collections department through scheduling, booking meeting rooms, preparing agendas through ASANA, minute taking, and follow up correspondence.
- Coordinates department travel needs.
- Process invoices through ASANA for all sub-departments within CAC
- Assists department managers in processing payments and tracking spending for 10.00 and 11.00 and alerts relevant managers of potential budget issues.
- Orders and tracks supplies for CAC team members.
- Responds to inquiries and drafts correspondence related to collections and exhibitions via email and phone in a prompt and professional manner.
- Coordinates the Exhibition Archive digitization project, which includes but is not limited to digitizing collection, exhibition, and loan physical records. Updates collections database (TMS) with exhibition records. Maintains up-to-date object exhibition information.
- Reviews and updates collection object information for exhibition-related material, including label text documents and shared exhibition checklists.
- Coordinates arrangements for Residency program participants
- All other duties as assigned.

Qualifications:

- BA in Art History or other related field relevant to this work - required
- 1-2 years of experience in collections management, registration, curatorial or exhibitions management
- Must have excellent interpersonal, verbal and written communication skills and multi-tasking skills
- Must be well organized and detail oriented with the ability to manage multiple tasks.
- Must have the ability to work in a fast-paced environment and adapt to changing needs.
- Experience working with The Museum System and E-museum applications - a plus
- Proficiency in Microsoft Office Suite required and knowledge of Slack, Asana, OnBoard, Photoshop and other software applications – a plus

Salary Range: $42k to $45k

The Rubin Museum offers a generous and competitive compensation and benefits package. This includes the Rubin’s Work from Home (WFH) Policy, which allows employees to work offsite four (4) days per week based on their job responsibilities.
All hybrid eligible employees are required to work onsite every Wednesday – designated onsite workday.

This WFH policy in its current format will end on September 3, 2024. This policy will be revised and updated accordingly.

COVID-19 Vaccination requirement:
- Newly hired employees are required to be fully vaccinated for COVID-19 (i.e. have received both doses of a 2-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:
- Please indicate Coordinator, CAC in the Subject Line of email and in body of cover letter.
- Applications in electronic format preferred, and accepted at jobs@rubinmuseum.org
- Mail application to: The Rubin Museum of Art, 150 West 17th Street, New York, NY 10011. Attention: Head of Human Resources Dept.

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.