Employment Opportunity:
Coordinator of Programs & Partnerships, Part-time/Temporary – {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 the Position
The Coordinator of Programs & Partnerships, PT is responsible for providing administrative support for all public program initiatives within the Programs & Partnerships department.

This role has an emphasis and specialty focus on programs for school and family audiences. The incumbent will also provide direct administrative assistance to the Deputy Executive Director/Chief Programmatic Officer.

This is a temporary non-exempt part-time position based on at most a 28-hour workweek schedule Mondays through Fridays. This position requires the ability to work on Friday nights on a regular basis.

This temporary part-time position is for a 6-month period beginning July 1, 2023 and ending December 31, 2023.
The incumbent will report to the Manager of School & Family Programs with oversight by the Deputy Executive Director/Chief Programmatic Officer.

Responsibilities:

School & Family Programs responsibilities under the direction of the Manager:
- Conceptualizes lesson plans in support of School and Family program initiatives.
- Prepares art supplies for School and Family programs, including Family Sunday and Birthday Art Labs.
- Orders supplies as requested by the Manager of School and Family Programs.
- Leads museum tours and teaches art workshops and Birthday Art Labs as needed.
- Supports and contributes to program concept, development, curriculum development, and evaluation.

Programs & Partnerships responsibilities under the oversight of the Deputy Executive Director:
- Provides essential administrative support to the Deputy Executive Director.
- Maintains departmental calendar.
- Communicates interdepartmental needs.
- Facilitates ongoing website listings and updates.
- Plans and creates email correspondence and outreach through MailChimp.
- Performs data entry utilizing Excel, Google spreadsheets, and ACME ticket reports to generate numerical and narrative reporting.
- Other duties as assigned.

Qualifications:
- Bachelor’s degree is required.
- 2 to 3 years of professional experience as an educator and/or administrator in arts education working with school and/or family audiences is required.
- Exceptional administrative, organizational, project management and communication skills are required.
- Ability to collaborate, take direction, and work independently, including being able to prioritize multiple initiatives at one time.
- Must have excellent writing and data entry skills.
- Must be detail-oriented.
- Excellent professionalism, public speaking, and interpersonal skills required in a variety of situations, including interactions with students, educators, teaching artists, performers, volunteers and the general public, including intergenerational groups.
- Good problem-solving skills and a positive, flexible attitude in a fast-paced environment.
Some knowledge of and/or interest in Himalayan cultures, art, and/or ideas is desired.
Must have strong computer skills including Microsoft Suite, Google Drive, Asana, and MailChimp.
A commitment to the values of diversity, equity, access and inclusion through training, coursework, and/or teaching philosophy is a plus.
Ability to work occasional evenings and weekends is required.

**Hourly rate:** $25 per hour.

The Rubin Museum offers a hybrid Work from Home (WFH) model that allows employees to work offsite four (4) days per week subject to 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 1, 2023. 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 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 of Programs & Partnerships, PT/Temporary in the subject line of email and in body of cover letter.
- Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
- Send application by mail 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.*