Employment Opportunity:  
Coordinator, Collections and Exhibitions

About the Museum

The Rubin Museum of Art is a dynamic environment that stimulates learning, promotes understanding, and inspires personal connections to the ideas, cultures, and art of the Himalayas.  

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

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. The Rubin's collection includes over 3,500 objects spanning more than 1,500 years up to the present day. Renowned for its quality and depth, the collection focuses on art from the Tibetan Plateau and is broadened by a significant number of important examples from surrounding regions.  

The Rubin presents films, performances, and on-stage conversations as well as a robust roster of other educational initiatives. The ground floor anchored by its magnificent staircase is free and open to all visitors and provides a lively nexus for conversation, shopping, refreshment and dining.  

About the Position

The Coordinator, Collections and Exhibitions is a full-time/exempt position that is responsible for coordinating collections and exhibitions administrative activities including: creating, tracking and maintaining exhibition and collection project schedule, processing and organizing project budgets and documentation, tracking budgets and facilitating team members in adhering to and managing project and other schedule deadlines. In this position, the Coordinator will work collaboratively across numerous departments,  

The incumbent will report to the Director of Curatorial Administration and Collections (DCAC)

Responsibilities:  
- Coordinates key departmental meetings and collaborative exhibitions meetings, related to the Curatorial, Exhibitions and Collections department through scheduling, booking meeting rooms, preparing agendas through ASANA, minute taking, and follow up correspondence.  
- Supports DCAC in creation and tracking of operating and capital Curatorial Administration and Collections budget
Tracks spending against budget, processes payments, keeps cost centers informed of budget status, and alert DCAC of potential budget issues.

Coordinates all aspects of his/her projects, working closely with DCAC and members of each project team. Acts as a point person for all communication across all Museum department for the projects in his/her portfolio.

At the direction of the DCAC, the incumbent creates and updates multi-year exhibition schedule. Creates and maintains the major milestone/deadline schedule for each exhibition using the project management software Asana.

Coordinates regular meetings to promote information exchange among exhibition team members, to troubleshoot and problem-solve and to keep projects on schedule and on budget.

Keeps DCAC updated on exhibition projects, follow through of team members, and other relevant issues. Nudges colleagues as needed to keep projects on track.

Supports department in drafting exhibitions contracts, artists’ agreement, procedural documents, and general office support. Coordinates the exhibition agreement process internally and with outside venues for both incoming and outgoing exhibitions. Acts as information and coordination liaison between the museum and host venues, and assists with planning, budgeting and developing agreements with other venues.

Orders and tracks supplies for various team members.

Books travel and vendors for various team members as require, and reconcile expense reports.

Responds to inquiries and drafts correspondence on a wide variety of issues related to collections and exhibitions via email and phone in a prompt and professional manner.

Maintains electronic and paper files of exhibitions, past, present, up-coming and in development, with the goal of keeping comprehensive, reliable, timely information useful to all museum staff. Maintains museum’s exhibition archive.

Compiles collections and exhibition information for the Public Engagement Committee.

Monitors exhibition sections of website for time-sensitive and accurate information.

Performs all other duties as assigned.

Qualifications:

- Bachelor’s degree.
- Two years of experience coordinating projects in a museum or related environment preferred.
- Experience in exhibition planning and implementation preferred.
- Proficient in Microsoft Office applications including: Word, Excel, Access, PowerPoint, and One Note.
- Experience with or the ability to learn specialized software applications including TMS and ASANA is required.
- Must have excellent written, verbal and interpersonal skills.
- Must be highly organized and detail oriented.
- Ability to work independently, and facilitate teams of diverse personalities.
- Ability to effectively multitask in a fast paced environment.
- Ability to maintain the highest levels of confidentiality and discretion.
- Flexibility, creativity, a positive attitude and a good sense of humor are essential.
Salary: $44k to $48k commensurate with experience.

The Rubin Museum offers a generous and competitive benefits package.

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, Collections & Exhibitions on Subject Line of email or in body of cover letter.
- Application in electronic format preferred, and accepted at jobs@rubinmuseum.org
- Mail application to Attention: Head of Human Resources, Rubin Museum of Art, 150 West 17th Street, New York, NY 10011.