Employment Opportunity:
Coordinator of Programs & Partnerships, Part-time (Hybrid)

About the Museum
The Rubin Museum of Art located in the Chelsea, New York City area, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture 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, 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.

Within its five floors of galleries are several long-term rotating installations drawn from the permanent collection, including Gateway to Himalayan Art, Masterworks and our recently installed interactive Mandala Lab among others.

About the Position
The Coordinator of Programs & Partnerships is responsible for providing administrative support for all public program initiatives within the Programs & Partnerships department with an emphasis and specialty focus on programs for school and family audiences.

This is a part-time non-exempt position working approximately 25-28 hours per week, with a weekday schedule to be determined. This position also requires occasional flexibility to work on weekends, particularly on Friday nights and/or Sunday afternoons.

The incumbent will report to the Manager of School & Family Programs with oversight by the Head of Programs.
Responsibilities:

School & Family Programs responsibilities under the direction of the Manager:

- Coordinates the scheduling and invoicing of teaching artists to staff all School and Family Programs.
- Plans and prepares lesson plans and art supplies for all School and Family program initiatives.
- Manages supplies as requested by the Manager of School and Family Programs.
- Leads museum tours and teaches workshops and other programs as needed.

Programs & Partnerships responsibilities under the oversight of the Head of Programs:

- Organizes logistical information on planning calendar and communicates interdepartmental needs.
- Coordinates payment for all program participants and departmental purchases.
- 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.
- Provides support and reporting information for current funders and grants in progress.
- Supports and contributes to program concept, development, curriculum development, and evaluation.
- Other duties as assigned.

Qualifications:

- Bachelor’s degree or equivalent experience in related field is required
- 1-3 years professional experience as an educator and/or administrator in arts education working with school and/or family audiences is required
- Strong 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, 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
- Strong computer skills including Microsoft Suite, Google Drive, Asana, and MailChimp
● Demonstrated knowledge of and commitment to the values of diversity, equity, access and inclusion through training, coursework, and/or teaching philosophy
● Ability to work occasional evenings and weekends is required

**Hourly Rate: $23.00**

The Rubin Museum offers a generous and competitive compensation and benefits package. This includes the Museum’s current hybrid Work from Home (WFH) model that remains in effect until possibly the end of August 2022. The Rubin’s WFH Policy rollout that will allow employees to work offsite three (3) days per week based on their job responsibilities may take effect in September 2022.

**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 currently 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 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.*