Employment Opportunity:
Director of Collections and Research

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 has welcomed over 190,000 visitors in 2016 and has a growing membership of more than 4,000 households. Contained within 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 Museum presents films, performances, and on-stage conversations as well as a robust roster of other educational initiatives. The ground floor is free-to-all and is a lively nexus for conversation, shopping, and refreshment.

The Museum’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.

About the Position

The Rubin is looking for a strategically thinking and collaborative leader to serve as its Director of Collections and Research. The role oversees the Curatorial and the Collection Management departments and is in charge of preserving, interpreting, researching and promoting the collection of the Rubin Museum. The Director of Collections and Research is responsible for maintaining and furthering the reputation of the Museum as a leading institution dedicated to Himalayan Art through facilitating and conducting research, entering strategic partnerships, and making scholarship accessible through suitable channels. Success factors for this role include the ability to direct resources to impactful and innovatively position the museum’s collection in a global context, the ability to sustain high professional standards and the ability to work closely with the executive team, especially the Director of Exhibitions.

Reporting to the Executive Director the incumbent will be a key member of the Senior Leadership team.
Responsibilities:

- Provides leadership, vision, and strategic direction for the Curatorial and Collections management teams.
- Serves as a mentor and ensures departmental staff is well supported in their efforts.
- Builds and oversees departmental budget with direct reports.
- Consistently optimizes and ensures smooth workflows for all departmental work, and across departments.
- Defines, with Senior Curator and Head of Collections management & Registration, collection strategy and strengthens the collection through strategic loans, partnerships and proposes outstanding works of art for acquisition.
- Ensures compliance with collection stewardship standards.
- Supports the ongoing collection assessment with internal staff and consultants, conducts original research on the collection as time allows
- Reviews and approves loan requests.
- Ensures access to the collection to researchers and scholars.
- Builds and cultivates curatorial relationships nationally and internationally, with collectors, donors, and partner institutions/organizations.
- Authors strategy for fostering scholarship in Himalayan Art through new models of collaboration with universities and partner institutions.
- Develops strategies to make the Rubin collection more accessible online.
- Oversees presentation of permanent collection in our spaces.
- Contributes to annual thematic approach and individual exhibitions through conceptual, collection-based research and work.
- Participates actively in educational programming.
- Seeks partnerships to tour core holdings of the Rubin Museum collection.
- Engages in strategic partnerships to widen the reach of the institution.
- Actively participates in development and public relation efforts of the Rubin Museum.
- Answers public inquires pertaining to Collections.
- Serves as lead staff on the Public and Engagement committee.
- Acts as a spokesperson on behalf of the Rubin, to internal and external stakeholders.
- Communicates well with executive staff and others to ensure alignment of institutional efforts.
- Performs all other duties as assigned.

Qualifications:

- PhD in Asian Art history required.
- Preferred area of specialization in Himalayan Art.
- Track record of successfully conducting research and publishing.
- At least 3 years of experience managing a team and setting departmental priorities.
- Excellent writing, public speaking and communication skills.
- Ability to compellingly speak and write about art to a specialist as well as general audience.
• Strong interpersonal skills and ability to lead teams effectively and goal-oriented.
• Ability to work across departments and specializations in a collaborative, goal-oriented manner.
• In-depth knowledge of professional museum practices
• Ability to lead strategic work and see projects through implementation phases.
• Must be able to prioritize and multi-task.
• Solid computer skills: proficiency in Microsoft, Excel/Word/PowerPoint and Collection management software.

The Rubin offers an attractive and competitive benefits package.

Please provide the following as part of your application:
• Complete resume.
• Cover letter, addressing both your interest in the Rubin Museum and qualifications for this position.

Application:
• Indicate Director of Collections and Research on subject line of email, or in body of cover letter
• Application in electronic format preferred and accepted at jobs@rubinmuseum.org
• Mailed application – Manager, Human Resources, Rubin Museum of Art, 150 West 17th Street, New York, New York, 10011