

**Employment Opportunity:  
Executive Assistant - Director's Office {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**

This role provides primary high-level support for the Executive Director of the Rubin Museum of Art. It is responsible for analytical, administrative, and clerical tasks related to the Director's Office and serves as the liaison between the Executive Staff and the Board of Trustees.

This is a hybrid eligible full-time 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 required as needed.

The incumbent will report to the Executive Director.

**Responsibilities:****DIRECTOR'S OFFICE / ADMINISTRATION:**

- Organizes place-of-business functions including calendars, contacts, appointments, correspondence, office organization and filing.
- Manages place-of-business functions for Executive team, including attendance reports, vacation and holiday approvals, expense reporting and approvals.
- Coordinates internal meetings and various other business activities for the museum's Executive Staff work group.

- Drafts and edits correspondence on a wide variety of issues.
- Meets visitors, attends to their needs and otherwise represents the Executive Director's office professionally and graciously.
- Organizes correspondence, both physical and digital, into a consolidated filing system for quick retrieval and archival purposes.
- Acts as thought-partner for Executive Director, including review and suggested revisions of documents, brainstorming agendas and approaches.
- Plans and manages executive retreats as necessary.

#### **BOARD OF TRUSTEES:**

- Manages and coordinates all Trustee related functions and serves as liaison between the museum's Executive Staff and Board of Trustees.
- Corresponds routinely with Trustees and others in volunteer leadership/advisory positions.
- Creates, organizes, and manages reports for the Board of Trustees and creates other analytical documents as required on behalf of the Executive Director.
- Coordinates logistical aspects of Board of Trustee meetings.
- Maintains vital organization records and conducts research on official actions, bylaws, and trust-agreement considerations.
- Plans and manages trustee retreats as necessary.

#### **PERFORMANCE METRICS:**

- Organizes reviews, collects and compiles reports related to a wide variety of museum functions.
- Plans and manages metric data management, database, and business-intelligence solution (*Power BI*).
- Manages and maintains institutional-history record.
- Supports statistical requests for all departments, including Communications & Marketing, and Development.

#### **INTERNAL COMMUNICATIONS:**

- Manages and helps to plan monthly and special all-staff meetings.
- Coordinates all-staff communications such as emails, voluntary connection meetings, etc.
- Participates in administrative hiring interviews on an as-needed basis.
- All other duties as assigned.

#### **Qualifications:**

- Bachelor's degree required
- At least 3 to 4 years of related experience in a museum or cultural institution preferred
- Strict adherence to confidentiality in handling all matters required
- Must have excellent interpersonal, verbal and written communication 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.
- Excellent time management skills with a proven ability to meet deadlines required

- Extremely proficient with Microsoft Office Suite, PowerPoint and other similar software with the ability to learn new or updated software
- Some knowledge of Asian arts and cultures a plus

**Salary Range:** \$70k to \$76k commensurate with experience

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 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 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 Executive Assistant – Director's Office in the Subject Line of email and in body of cover letter.
- Applications in electronic format preferred, and accepted at [jobs@rubinmuseum.org](mailto:jobs@rubinmuseum.org)
- Mail application to: The Rubin Museum of Art, 150 West 17<sup>th</sup> 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.*