Employment Opportunity:
Manager, School & Family Programs {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 Manager, School & Family Programs will work with the Head of Programs and staff across the Museum to create and implement all initiatives for school and family audiences. Programs and curricula will address overall Museum and departmental goals, including a renewed focus on social emotional learning and mindfulness practices. This position requires some flexibility to work on evenings and weekends as needed.

This is a full-time exempt position with the incumbent reporting to the Head of Programs.

Responsibilities:
- Develops and manages implementation of in-person, virtual, and hybrid programs serving Museum’s school and family audiences, including (but not limited to) the following:
- school tours and workshops
- educator open house and professional development
- Family Sundays
- Large-scale events such as Losar Family Day and our Annual Block Party

- Centering Emory University’s SEE Learning® pedagogy, oversees the development of all School & Family initiatives, and creates interpretive materials that connect school and family programs to special exhibitions, permanent collection, the Mandala Lab, and overarching themes
- Supervises and collaborates on the creation, evaluation, and revision of curriculum and lesson plans, art projects, workshops, and related activities for school and family visitors
- Leads tours for school and family audiences, including teachers
- Manages the Coordinator of School & Family Programs, Apprentice Museum Educator Program, internships (on a semester basis through Studio Art Institute or CUNY Cultural Corps), and Teaching Artists, including hiring and evaluation
- Implements partnerships and acts a liaison with partner organizations including Emory University’s SEE Learning®, School Art League, and NYC-Department of Education
- Collaborates with Programs and Partnership and Visitor Experience & Interpretation staff to develop programs that complement the Rubin Museum’s full range of programs, exhibitions and collection
- Manages data reporting for departmental needs
- Collaborates with Development staff on fundraising strategies, grant proposals and reporting
- Manages School and Family budget, and all related invoices, purchases and contracts
- Conducts assessment of program and staff effectiveness
- Participates in and contributes towards trainings related to educational approaches; diversity, equity, access, and inclusion initiatives; and the museum’s collection and exhibitions
- Develops and manages implementation of programs serving Museum’s school and family audiences (including school tours and workshops, educator open house, professional development trainings, birthday parties, Family Sundays, Losar, family day events and programming, and art making activities at the Annual Block Party).

Qualifications:
- Bachelor’s degree or equivalent is required. Master’s degree in Education or related field a plus.
- 2 to 4 years of museum or arts education experience required, including the creation and implementation of in-person, virtual, and hybrid programs for school and family learners.
- At least 1 year of experience of staff management, including supervision of teaching artists, interns, and/or staff.
- Knowledge of current arts education practices, educational pedagogy (ideally including Emory University’s SEE Learning® approach), human development, mindfulness practices, and inquiry-based teaching approaches in gallery, workshop, and classroom settings.
• Commitment to content creation, program design, and relationship building that prioritizes diversity, equity, access, and inclusion practices. Demonstration of ability to work with colleagues and visitors from a variety of cultural backgrounds, ages, abilities, and other life experiences.

• Knowledge of national, New York state, and New York City Department of Education systems and practices, and experience establishing and maintaining related school partnerships is desired.

• Experience aligning curriculum development and lesson plans with school needs, including common core, alongside Museum’s impact goals.

• Experience collaborating with Development staff to successfully cultivate prospective grants, co-write compelling grant proposal narratives, and report on achievements.

• Experience managing logistical details for a variety of events, from small to large-scale.

• Strong interest and/or background in Himalayan art and Buddhist arts, cultures, and ideas preferred.

• Familiarity and/or experience with Himalayan arts and cultures a plus.

• Proficiency in Microsoft Office and Google suite products is required.

• Must be detail-oriented with excellent organizational, planning, and delegating skills.

• Must have excellent interpersonal, oral and written communication skills to work collaboratively and professionally with the public and with internal colleagues.

• A self-starter and team player with a “can do” attitude is required.

Salary: Low $50k commensurate with experience.

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 Manager, School and Family Programs 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.*