

Employment Opportunity: Senior Specialist, Himalayan Arts & Culture

About the Museum

The Rubin Museum of Art in Chelsea, New York City, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present. With its globally renowned collection of nearly 4,000 objects largely centered around the Tibetan Plateau and spanning 1,500 years, the Rubin fosters understanding and appreciation of this region by relating its art and ideas to our shared human experience today.

The Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and explore the mind. Through this work, the Rubin serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

The five gallery floors feature several long-term rotating installations drawn from the permanent collection as well as frequent short-term exhibitions that are more broadly conceived.

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

About the Position

The Senior Specialist, Himalayan Arts and Culture, is a self-starter and manager who works across the Museum to contribute ideas and subject matter expertise to support the interpretation of the Rubin's collection and exhibitions throughout the Museum and online. This key position advises and supports the development of content and experiences through digital materials, in-gallery experiences, and staff and volunteer trainings. This position oversees the Assistant Manager, Docent and Access Programs, to help guide the development of volunteer docent trainings and accessibility offerings. Working in collaboration with the Chief Experience Officer (CXO), the incumbent will use their expertise to create educational content and training curricula that is dynamic and relevant for diverse audiences.

A strong understanding of the arts and cultures represented in the Rubin Museum of Art's collection is required.

This is a full-time exempt position reporting to the Director of Visitor Experience and Interpretation/Chief Experience Officer (CXO).

Responsibilities:

- Oversees Assistant Manager, Docent and Access Programs, and supports the development of training curricula and programs for the Museum.
- Supports the CXO in the development and execution of exhibition and permanent collection interpretative strategies online and onsite.
- Drafts written content and contributes to the development of digital offerings including social media, blogs, e-mails, videos, and other collateral.
- Collaborates with the Curatorial and Interpretation teams to brainstorm content connections and produce written content and exhibition-related materials as needed.
- Works closely and collaborates with the Programs & Partnerships, Marketing & Communications, and Development teams to identify ideas and philosophies in the Museum's collection to develop visitor-centered, relevant offerings.
- Works with the Editorial & Publications Department as needed to produce written content.
- Collaborates with the Visitor Experience & Interpretation team on initiatives to create a visitor-centered Museum experience.
- Develops and produces tour and training materials.
- Leads trainings for staff and volunteers as needed.
- Leads tours for diverse audiences online and in-gallery as needed.
- Communicates with staff, volunteers, and visitors to answer questions regarding content and current issues.
- Stays informed of current events and topics impacting Himalayan regions.
- Develops processes and workflows to facilitate collaboration as related to their role.
- Supports the evaluation of departmental offerings and materials.
- Other duties as assigned.

Qualifications:

- Bachelor's degree required. Master's in Art History, Museum Education, Religious Studies or comparable preferred.
- Extensive knowledge of Buddhist art and/or Asian studies required.
- 3 to 4 years of experience working in an educational background a plus.
- Must be well-informed on current events and pertinent issues within Himalayan regions.
- Must have excellent verbal and written communication skills.
- Must be a team player and comfortable working in a team-oriented, fast-paced environment, and with diverse groups.
- Experience with developing teaching or training materials a plus.
- Proficiency with Microsoft Office Suite (Excel, Word, and PowerPoint) applications required.

Salary: \$70 to \$75k

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 Senior Specialist, Himalayan Arts and Culture, in the subject line of email and in body of cover letter.
- Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
- Send mail applications 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.