Employment Opportunity:
*Writer & Editor, Digital Content (Hybrid)*

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

Our five gallery floors feature several long-term rotating installations drawn from the permanent collection, including *Gateway to Himalayan Art, Masterworks*, and our recently installed interactive space, the Mandala Lab.

**About the Position**
This newly created role is responsible for creating exciting, engaging, and appealing content for online audiences. The Writer & Editor will write, edit, and conceptualize digital content, including video and audio scripts, for usage online and in the Museum. In this role, the Writer & Editor originates content and supports the development of copy for websites, digital platform initiatives, in-gallery interactives, and other digital ephemera as required.

In this role, the Writer & Editor will help strategize the development of content for complex digital initiatives such as a new digital resource platform. This self-starter should enjoy working interdepartmentally and help contribute to the development of internal workflows that support content development and the needs of visitors.

This is a full-time exempt position reporting to the Editor & Publications Manager.

**Responsibilities:**
- In close collaboration with the Editor & Publications Manager and the Chief Experience Officer, writes, assigns, modifies, and/or coordinates written content for websites, digital platform initiatives, in-gallery interactives, and
other digital ephemera with in-house staff or freelancers for digital publishing across various platforms

- Develops project briefs, scripts, and storyboards for video, audio, and in-gallery interactives
- Helps produce and enforce standards for best practices around writing for digital content
- Writes inclusively and ensures accessibility of offerings for all audiences
- Recommends and executes edits for video, audio, and web content
- Proofreads and edits spelling, grammar, and syntax
- Ensures content meets in-house style guide
- Updates content management systems as needed
- Works with marketing team to improve SEO on all initiatives
- Improves internal processes for digital content projects
- Leads meetings that help galvanize and update stakeholders around projects
- Works alongside other staff as content providers to translate ideas into appropriate formats for channels
- Conducts interviews or content capture for the execution of audio and/or video as required
- Works with graphic design teams to develop user-friendly products
- Collaborates with staff to brainstorm content topics and develop appealing content
- Monitors and supervises tasks to ensure that deadlines are met
- Evaluates work to determine success with audiences
- Helps support and execute the Museum’s digital strategy

2023 Digital Resource Platform:

- Develops copy for major digital resource platform to be launched in January 2023
- Helps set strategy for key themes to maintain consistency and quality of tone and content
- Identifies and manages freelance writers to support the development of content work
- Leads and/or contributes to the development of video and/or other multimedia content as required
- Develops project timelines and executes on-budget and on-time
- Develops standards for writing across the platform to inform future work, focusing on maintaining quality and consistency across platform

Qualifications:

- BA or higher in art history, communications, journalism, or related field
- 3+ years of experience working in digital content preferred
- Strong written and verbal communication skills required
- Knowledge of best practices for presenting accessible content via online channels required
- Aware of current popular trends and ability to bring in in fresh, responsive approaches
Responsive to feedback from other stakeholders and ability to adapt as required
Ability to collaborate, compromise, and hold project vision required
Ability to translate complex ideas into accessible language for target audiences
Excellent organization and time/project management skills – required.
Must be detail oriented and have the ability to multitask and work in a fast-paced environment
Familiarity and/or experience with Himalayan arts and cultures is a plus

Salary:
- Low to mid $50k commensurate with experience

The Rubin Museum offers a generous and competitive compensation and benefits package.

Hybrid work model:
The Rubin is committed to a hybrid work from home (WFH) environment. Our current hybrid model allows employees to work offsite as much as is practical based on their job responsibilities and will stay in effect until possibly the end of August 2022. The Rubin’s future WFH policy will allow employees to work offsite three (3) days per week based on their job responsibilities and will take effect in September 2022 at the earliest.

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 of vaccination.
- The above definition of “fully vaccinated” is based on the current 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
- Two samples of previous work (e.g., articles, videos, audio, digital interactives, or comparable materials), including at least one sample of written work (e.g., published article, script, exhibition text, etc.)

Application:
Please indicate Writer & Editor, Digital Content in the subject line of email and in body of cover letter.
- Applications 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.