

Assistant Manager, Editorial and Digital Content {Hybrid}

About the Museum — The Rubin is a global museum dedicated to presenting Himalayan art. Founded in 2004, the Rubin serves people internationally through exhibitions, participatory experiences, a dynamic digital platform, and partnerships. Inspired and informed by Himalayan art, the Rubin invites people to contemplate the human experience and deepen connections with the world around them in order to expand awareness, enhance well-being, and cultivate compassion. The Rubin advances scholarship through a series of educational initiatives, grants, collection sharing, and the stewardship of a collection of nearly 4,000 Himalayan art objects spanning 1,500 years of history—providing unprecedented access and resources to scholars, artists, and students across the globe.

Summary Description — The Assistant Manager, Editorial & Digital Content is responsible for assisting the Head of Digital Content & Strategy with support, production, and coordination of editorial and digital content across teams to help expand the Rubin’s digital presence. This includes editorial content, multimedia coordination, and guiding other web-based processes for in-gallery and/or online.

This position requires working closely across the Museum especially with the Marketing & Communications, Curatorial, Global Projects, and Development teams.

In this role, the Assistant Manager will provide all administrative support which includes: plan and coordinate meetings, ensure smooth workflows; create and maintain project documentation, project proposals, technical processes, and metric assessments; monitor progress and schedules; and communicate with project stakeholders, management, and other relevant parties.

This is a full-time, hybrid eligible and non-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 reports to the Head of Digital Content & Strategy.

Responsibilities

General Management:

- Coordinates work of members of the Editorial and Digital Content (EDC) team
- Coordinates multimedia production across organization managing internal and external stakeholders as required

- Develops, monitors, and manages project schedules to ensure deliverables are provided on time to relevant team members and other stakeholders
- Manages contracts and payments to contractors, interns, and other vendors
- Communicates and explains project methodology and processes of EDC team to internal and external collaborators
- Coordinates projects using accepted project management processes and technologies
- Facilitates project communication and assists with project documentation
- Creates and distributes project briefs, surveys, project status reports and other relevant project components
- Monitors and manages steps of project ensuring their timely completion
- Monitors and manages project costs in partnership with project leaders and budget managers
- Manages and guides project initiation and review processes, quality assurance, and ensure speedy and thorough review
- Recommends and initiates improvements to workflows to increase collaboration and impact
- Provides support on content and collection management systems across organization
- Participates in the management and organization of EDC interns
- Updates databases (Salesforce) to document Rubin collaborators for EDC team
- Supports evaluation of projects and workflows as required
- Other duties as assigned

Qualifications:

- Bachelor's degree preferred or equivalent experience is required
- Must have 2-3 years of project/process management in a professional work environment
- A collaborative self-starter with excellent organizational skills, attention to detail, and the ability to assist in the management of complex, long-term projects
- Strong writing and communication skills, with demonstrated ability to clearly relay information in a concise and clear fashion
- Solution-oriented mindset and enjoys problem-solving to meet short-term needs
- Proficiency in Microsoft Office, Google Suite, Outlook, Slack and Asana products is required.
- Additional qualifications preferred but not required:
 - Familiarity and/or experience with Himalayan arts and cultures
 - Familiarity and/or experience with the use of digital tools in the organization and analysis of art historical and cultural heritage materials
 - Familiarity and/or experience with audio and/or video production
 - Familiarity and/or experience with UX design
 - Familiarity and/or experience with the following software: Adobe Creative Suite (in particular Photoshop), AirTable, Figma, Wordpress, TMS
 - Familiarity and/or experience with web analytics and metrics

Salary Range: \$52k to \$55k 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 three (3) days per week based on their job responsibilities.

All hybrid eligible employees are required to work onsite every Wednesday, the designated onsite workday, and one additional day as determined by department head.

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 **Assistant Manager, Editorial and Digital Content** in the Subject Line of email and in the body of the cover letter.
- Applications in electronic format preferred, and accepted at jobs@rubinmuseum.org
- Mail application to: Rubin Museum of Himalayan 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.

Candidates must be legally eligible to work in the US without visa sponsorship by the Rubin Museum of Himalayan Art.