

Associate Registrar, Collections Information {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

Under general supervision of the Senior Registrar and Collections Manager the Associate Registrar, Collections Information will facilitate access to the Museum's permanent collection by assisting with all physical and digital documentation and managing the Museum's database, The Museum System (TMS).

The Associate Registrar, Collections Information will work in conjunction with the digital team in support of the long-range strategy and goals as set by the Director of Global Projects and Collections (DGPC) and the executive team related to digital accessibility of the collection. In addition to working closely primarily with the Curatorial, Global Projects, and Digital teams

This is a full-time exempt and hybrid-eligible position with a workweek schedule of Mondays through Fridays and core work hours from 9:00 AM to 5:00 PM, with the ability to be flexible as needed based on project needs.

The incumbent reports to the Senior Registrar and Collections Manager.

Responsibilities:

- As directed by the Senior Registrar and Collections Manager maintains and implements collections management policy and database information management; follows collections management policy for all matters in accessing, record keeping, handling, storing, and care of the collection.
- Ensures accurate, timely input, and maintenance of all collection, exhibition and loan information digitally and in physical files.
- Processes and manages intake, accessioning and cataloging of new acquisitions, including purchases, gifts, and bequests creating and maintaining all of physical and digital records.

- Assists the Senior Registrar and Collections Manager and Associate Collection Storage Manager in facilitating access to the collection; documentation, condition reporting, and inventory of the primary, secondary and loaned collections; updates and maintains collection and loan object records in print and digital form.
- Facilitate access to object files and objects in storage for viewing by educators, curators, and visiting scholars as directed.
- Organizes multiyear Collections Cataloguing project in conjunction with Curatorial team, record information in TMS and appropriate files.
- Supports the Senior Registrar and Collections Manager in preparing loan memos for loan internal approvals, loan agreement for incoming and outgoing loans, and all other paperwork related to the movement of the collection related to loaning the collection.
- Acts as administrator and manages the TMS database and eMuseum as related to our online collection; coordinates all upgrades, on- and off-site training for staff and contractors; troubleshoots all issues with Gallery Systems and internal digital teams for all issues and bugs.
- Manages all information updates in TMS; proof data entered by contractors, interns, and other staff to ensure high level of accuracy.
- Records all conservation exam and treatment needs for the permanent collection in TMS, adding reports received from conservator to database
- Proof object information against information in TMS for release to the public from various departments (digital, publications, marketing and communications, global projects, and curatorial), including exhibition-related material, including label text documents and shared exhibition checklists.
- Manages process from start to finish of adding works to the database and ensuring proper upload to the website; coordinating with all relevant departments, including curatorial, editorial, digital, and others that all information is accurate.
- Supports digital teams with all digital projects that are collections focused; Assists digital team with management of DAMS ensuring accurate information related to collections and exhibitions assets.
- Creates TMS reports as requested by various departments; works with Gallery Systems and internal departments to ensure reports have proper Rubin branding.
- Assists the DGPC in creating all TMS reports needed for insurance purposes, finance, executive team members, and the Board.
- Organizes photography of collection at the direction of the Senior Registrar and Collections Manager, manages and tracks review process with various stakeholders, and adds to final approved images to image server and database.
- With assistance from Coordinator, Collections, manage all internal and external reproduction requests and coordinate image licensing agreements with external parties, such as museums, publishers, and scholars. Communicate license terms to stakeholders and proofread materials to ensure terms are met.

- Support the Senior Registrar and Collections Manager with collections sharing and travelling exhibition logistics as directed and act as a courier when needed.
- Assist the DGPC and provenance contractors with gathering information from database and other internal source for research on the collections; assists managing provenance researcher's contract deliverables and invoice payments.
- Other duties as assigned.

Qualifications:

- Minimum BA in art history or other related field relevant to collections Management. MA is preferred.
- Must have 5 years of experience in collections management
- Extensive experience with The Museum System (TMS) database is required, including Crystal Reports and eMuseum.
- Must have strong organization skills.
- Must have excellent interpersonal, verbal and written communication skills.
- Must be a team player and have the ability to work across departments.
- Must be well organized, detail oriented, and be able to adapt to changing deadlines
- Proficiency in Microsoft Office Suite, Slack, Asana, OnBoard, Photoshop, and other software applications is a plus.
- Travel may be required.

Salary Range: \$68-\$70k depending on 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 **Associate Registrar, Collections Information** in the subject line of email and in body of cover letter.
- Applications in electronic format preferred, and accepted at jobs@rubinmuseum.org
- Mail application to: Rubin Museum of Himalayan Art, 140 West 17th Street, New York, NY 10011. Attention: Head of Human Resources Dept.

The Rubin Museum of Himalayan 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.