

Coordinator, Collections {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 Coordinator, Collections is responsible for coordinating activities and providing administrative support for management of the collection as well as supporting the registration team.

This is a full-time non-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 will report to the Senior Registrar and Collections Manager.

Responsibilities

- Supports collections management and registration team with administrative task of all collections projects, tracking progress of all projects on Asana
- Support CM and Registration team by updating collections database (TMS) records, online database (eMuseum), and generating reports for collections, global projects, and curatorial teams as needed.
- Coordinates key collections management and registration meetings through scheduling, booking meeting rooms, preparing agendas through Asana, minute taking, follow-up correspondence, and action item tracking.
- Assists the Senior Registrar and Collections Manager with coordination of internal communications and Asana tracking for traveling exhibitions, collections sharing projects, collections assessment and other collections project as assigned.
- Assists Associate Registrar, Collections Information in maintaining up-to-date traveling exhibition and loans programs information on TMS. Generates

reports as needed, including object condition reports, loan reports, planning documents, logistics calendars, and needed photography reports.

- Responds to inquiries and drafts correspondence related to collections inquiries and rights and reproductions via email and phone in a prompt and professional manner.
- Assists in processing rights and reproduction requests, maintains Asana project for R&R, and updated TMS accordingly.
- Maintains up-to-date long-term loan program Asana project calendar.
- Process invoices and expense reports through Asana for budget classes 11.00 and CM related line items from the 10 budget, and alerts relevant managers of potential budget issues. Orders and tracks supplies for collections management team, including art handling and art storage supplies.
- Oversees the circulation, shelving, and cataloging of the collections and curatorial library. Maintains up-to-date periodical subscriptions. Submits purchase orders for additions to libraries as requested by curatorial and collections staff and approved by the Director of Global Projects and Collections (DGPC).
- Responsible for maintaining organization of all electronic and physical files for 11.00, and collections files as directed by the DGPC.
- Coordinates onboarding of collections management interns and monitors progress on assigned projects.

Director of Global Projects and Collections support

- Supports the Director of Global Projects and Collections with administrative tasks related to provenance research, collections initiatives, community outreach initiatives, and special contemporary curatorial projects.
- Coordinates logistics with living artists as needed for special projects.
- Assists the DGPC in coordinating all Collections, Projects and Engagement Committee meetings of the Board, including scheduling, booking meeting rooms, preparing agendas and gathering materials from participants for distribution, minute taking, follow-up correspondence, and action item tracking.
- Assists the DGPC in coordinating information for Board reports and assists with creation of PowerPoint presentations needed for various meetings and projects.
- All other duties as assigned.

Qualifications:

- Minimum BA in art history or other related field relevant to collections management. MA is preferred.
- Must have 1-2 years of experience in collections management.
- Experience with The Museum System (TMS) database is preferred
- Must have strong organization skills, the ability to multitask, and be adaptable to changing deadlines.
- Must be a team player and have the ability to work across departments.
- Must have excellent interpersonal, verbal, and written communication skills.
- Proficiency in Microsoft Office Suite, Slack, Asana, OnBoard, Photoshop and other software applications is a plus.

Salary Range: \$44-46K 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 **Coordinator, Collections** 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.