

## Coordinator, Curatorial Programs & Collections {Hybrid}

### About the Museum

The Rubin is a global museum dedicated to presenting Himalayan art and its insights. 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 Coordinator, Curatorial Programs and Collections is responsible for coordinating activities and providing administrative support for curatorial initiatives and management of the collection.

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

The incumbent will report to the Director of Global Projects and Collections.

### Responsibilities

- Supports Director of Global Projects and Collections with coordination of and administrative tasks related to the Grants program and Himalayan Art Prize.
- Supports Director of Global Projects and Collections with administrative tasks related to provenance research.
- Assists and supports Director of Global Projects and Collections and Senior Collections Manager with updating collections database (TMS) records and online database (emuseum) for curatorial and collections management projects and generating reports as needed.
- Supports Curators by updating curatorial checklists for exhibition, long-term loans and other projects.
- Coordinates programs initiated by Curatorial, such as the annual Asia week event; curatorial workshops or seminars; community outreach programs related to commissions, Rubin x Grants or the Himalayan Art Prize; and the Mindfulness Meditation program.
- Coordinates key departmental meetings including Curatorial content meetings, collections management meetings and meetings related to the Rubin x Grants, and Himalayan Art Prize through scheduling, booking meeting

rooms, preparing agendas as directed by senior staff through ASANA, minute taking, follow up correspondence, and tracking of action items.

- Coordinates global projects team members travel needs.
- Process invoices and expense reports through ASANA for budget classes 11.00 and 56.00 budgets and alerts relevant managers of potential budget issues.
- Orders and tracks supplies for global projects team.
- Responds to inquiries and drafts correspondence related to curatorial and collections via email and phone in a prompt and professional manner.
- 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 DGPC.
- Responsible for maintaining organization of all electronic and physical files for 11.00 and 56.00 budgets, and assigned global projects, both curatorial and collections.
- All other duties as assigned.

**Qualifications:**

- Bachelor's degree in Art History or other related field required.
- 1 to 2 years of experience in museum administration or curatorial
- Must have excellent interpersonal, verbal and written communication skills.
- Must be well organized, detail oriented, have the ability to work in a fast-pace environment and adapt to changing needs.
- Experience working with The Museum System (TMS) and E-museum applications – a plus
- Proficiency in Microsoft Office Suite – required.
- Knowledge of Slack, Asana, OnBoard, Photoshop and other software applications – a plus.

**Salary Range:** \$42,000 to \$45,000 commensurate with experience.

The Rubin 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 four (4) days per week based on their job responsibilities.

All hybrid eligible employees are required to work onsite every Wednesday, the designated onsite workday.

The Rubin's WFH policy remains in its current format until further notice. This policy will be revised in 2025.

The Rubin requires proof of Covid vaccination as part of its employment requirement for all new hires.

**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, Curatorial Programs & Collections** in the Subject Line of email and in body of cover letter.
- Applications in electronic format preferred, and accepted at [jobs@rubinmuseum.org](mailto:jobs@rubinmuseum.org)
- Mail application to: Rubin Museum of Himalayan Art, 140 West 17<sup>th</sup> 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.*