

## Coordinator, Global Projects and Curatorial {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 Coordinator, Global Projects and Curatorial is responsible for providing administrative support for Global Projects and Curatorial departments.

This is a full-time, hybrid eligible and non-exempt position with a workweek schedule of Mondays through Fridays and core work hours from 9:00 AM to 5:00 PM, with some flexibility required as needed.

The incumbent will report to the Manager, Global Projects.

### Responsibilities

- Supports Manager, Global Projects with administrative tasks for project management of global projects initiatives (such as traveling exhibitions) and assigned curatorial initiatives.
- Assists Manager, Global Projects with communicating with vendors and contractors, scheduling vendors and contractors meetings, drafting agreements as directed, and internally and externally communicating logistics for vendors and contractors work.
- Coordinates key departmental meetings, including individual project meetings, Rubin x Grants, and Himalayan Art Prize, through scheduling, booking meeting rooms / setting up video-calls, preparing agendas as directed by senior staff, minute taking, follow-up correspondence, and tracking of action items.
- Coordinates travel needs for curatorial and global projects.
- Coordinates internal meetings for Global Projects department through scheduling, booking meeting rooms, preparing agendas through project management software, minute taking, follow-up correspondence, and action item tracking.
- Assists Manager, Global Projects in coordinating and scheduling external venue meetings and project logistics through project management software.

- Assists Manager, Global Projects in monitoring projects, and checks in on status of project tasks with internal team members.
- Creates accounts receivable invoices and processes all incoming invoices for all class exhibition and global project, grants, art prize, and programming budgets. Assists Manager, Global Projects in processing payments and tracking spending for budgets listed above.
- Responds to email and phone inquiries and drafts correspondence related to global projects and curatorial in a prompt and professional manner.
- Coordinates programs initiated by Curatorial team, such as the annual Asia Week event; curatorial workshops or seminars; Rubin grants; and the annual Himalayan Art Prize.
- Coordinates the exhibition archive digitization project with assistance from interns.
- Assists with creating web requests for global projects and curatorial department, including gathering and compiling information from the team members and submitting to Marketing & Communication.
- Coordinates onboarding of global projects interns and monitors progress on assigned projects.
- Responsible for maintaining department electronic and physical files in an organized, easily searchable system including invoices for 10.00 budget, and documents related to assigned global projects.
- Supports curators by updating curatorial checklists for exhibition, long-term loans and other projects.
- 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.
- Other duties as assigned.

#### **Qualifications:**

- Minimum BA in Art History or other related field relevant to Museum Studies. MA preferred.
- Must have 1-2 years of experience in museum project management.
- Must have strong organizational skills.
- Must have excellent interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Office Suite, Slack, Asana, OnBoard, Photoshop, The Museum System (TMS) database, and other software applications is a plus.

**Salary Range:** \$44k to \$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, Global Projects and Curatorial** 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](mailto: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.*