

Coordinator, Marketing & Communications {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, Marketing and Communications is responsible for providing administrative and project support for the Marketing and Communications team to help promote the Rubin and its initiatives and to help grow and engage audiences. Reporting to the Senior Marketing Manager, the Coordinator will support email marketing, website content management, public relations, and graphic design workflows. This collaborative role will coordinate the creation of marketing and design content and materials, liaise with Rubin team members across the organization, update content databases as requested, and ensure all deadlines are met. The position requires exceptional organization, attention to detail, and strong writing skills, as well as creativity, a collaborative spirit, and strong work ethic.

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 and the ability to be flexible as needed based on project needs.

The incumbent reports to the Senior Marketing Manager.

Responsibilities

- Support project planning and deadline management for the Marketing and Communications team by creating supporting documents, such as project briefs, tracking key deliverables, including design assets, and proactively planning for upcoming marketing initiatives.
- Maintain the Marketing and Communications Asana content calendar.
- Schedule meetings with internal team members and external consultants and partners, organize agendas, take notes, and mark action items.
- Facilitate coordination between departments to streamline work and keep colleagues informed and on schedule.

- Manage inbound design requests from internal teams, such as Development, Education, and Curatorial. Ensure assets are submitted appropriately and gather additional assets as needed, set up production schedules in Asana, and ensure proper reviews of content are completed and final designs are delivered on time.
- Assist in maintaining and updating the website by helping to manage the website content production Asana project, working with teams to gather assets, and entering content into the website CMS.
- Assist in the formatting and scheduling of institutional newsletters and monitor the distribution.
- Update email lists and assist in developing strategies to grow, engage, and maintain audiences.
- Communicate with photographers to secure event shoots and provide support for day-of activities.
- Screen all incoming press and marketing requests and inquiries, passing them along to appropriate parties when necessary.
- Assist with media outreach, including putting together press materials, drafting content, and updating press lists.
- Lead efforts to organize and maintain team files, records of assets, communications documents, and reports.
- Support the Marketing and Communications team's integration into Salesforce with tasks such as data collection and entry, as well as organization.
- Research and recommend new digital tools, strategies, and practices to enhance communication efforts and continuously improve the organization's presence.
- Contribute to department-wide content planning and production, workshopping ideas across teams for all channels.
- Assist in evaluation efforts of department work and develop reports as requested.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent required.
- Must be detail oriented with superior organizational skills.
- Excellent written and interpersonal skills.
- Ability to manage multiple projects, meet deadlines on time, and problem solve.
- Experience with content management and email management software preferred.
- Proficiency in Microsoft Office Suite required.
- Proficiency in Asana, Slack, and other software applications a plus.
- Experience in marketing and communications preferred.
- Interest in arts and museum marketing and communications required.
- Non-profit experience a plus.
- A self-starter and a team player with a "can-do" attitude a plus.

Salary Range: \$42K-\$45K 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 **Position Title** in the subject line of the email and in the 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.