

Employment Opportunity

Human Resources Manager {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 Human Resources Manager is responsible for a wide range of HR programs and functions including interviewing and hiring of staff, administering benefit programs, leave policies and enforcing the Museum's policies and practices. The HR Manager collaborates with the leadership team to understand and execute the Museum's human resources strategy and diversity initiatives.

This is a full-time, exempt and hybrid eligible position.

Responsibilities:

- Manages recruitment process along with new hire orientation and onboarding.
- Assists all levels of management with employee relations issues, promotions, up to and including disciplinary actions and terminations.
- Manages termination and off boarding process.
- Manages and administers benefits and personnel policies.
- Updates and maintains Employee Handbook.
- Reviews policies and practices to ensure City, State, and Federal regulatory compliance.
- Sets up and maintains personnel files and records.
- Monitors staff attendance and time-off.
- Monitors performance appraisals and assists senior management in annual reviews.
- Oversees and ensures compliance with Government regulations in HR matters.
- Plans and executes professional development and staff trainings on a pro-active basis.

- Prepares and monitors annual staffing plans.
- Maintains and updates Museum's organization chart and staff telephone directory.
- Administers Museum's Internship Program.
- Insures maximization of available resources to meet the needs of the Museum.
- Works closely with Finance department on payroll, benefits, and other HR regulatory matters. Act as the backup for processing of payroll.
- In conjunction with Finance department, updates Office Management & Procedures manual.
- Develops team-building activities.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent required.
- Must have 5 to 7 years of managerial HR experience.
- Must be able to maintain high degree of confidentiality
- Knowledge of employee benefit programs – required.
- Knowledge of New York State, NY City and federal regulations – required.
- Proficiency in Microsoft Office Suite, Slack and other software applications – a plus.
- Must have excellent interpersonal, verbal and written communication skills.
- Must be detail oriented and have the ability to multitask in a fast-paced environment.
- Non-profit or museum experience a plus.
- A self-starter and team player with a “can-do” attitude a plus.

Salary Range: \$70k to \$75k 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 **Human Resources Manager** 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.