

## Employment Opportunity

### Senior Collections 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 Senior Collections Manager is responsible for collections management and registration functions as defined below. Working with a team that includes the supervision of the Traveling Exhibitions and Loans Registrar along with various interns for the department, as well as contract staff in photography, art handling, conservation, provenance researchers, and registration.

In this position, the Senior Collections Manager is responsible for the day-to-day planning and realization for all collection management, registration, conservation and exhibitions logistics, art installation, collection database activities, and maintains collections and loans information on the Digital Assets Management System.

The Senior Collections Manager will work in conjunction with the digital team in support of the long-range strategy and goals as set by the DCAC and the executive team. In addition to working closely primarily with the Curatorial, Global Projects and Operations teams.

This position requires a minimum of twenty-five percent (25%) of travel both nationally and internationally.

This is a full-time 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 reports to the Director of Curatorial Administration and Collection.

## **Responsibilities**

### **General Management:**

- Assists DCAC in hiring and managing the priorities for Collections Management and Registration staff and contractors.
- Supervises the Traveling Exhibitions and Loans Registrar.
- With approval of DCAC, contracts and manages Art handlers, Conservators, Registrars, provenance researchers, Photographers, and other consultants as needed, monitoring their assigned projects and ensure contracted deliverables meet desired expectations.
  - Assists DCAC in developing and facilitating an integrated work program and budget for collections management, exhibition logistics, conservation, collections information, registration, and research access.
- In consultation with DCAC, ensures compliance with AAM and professional guidelines and codes of ethics for the stewardship of collections, adhering to best practices for museums.
- Responsible for maintenance and implementation of collection management and registration policies and procedures, the collections management policy, database information management, and related legal documents as directed by DCAC.
- Assists DCAC in risk management strategies including assessing and revising loan contracts for incoming and outgoing loans, art storage and display strategies and tactics, managing the fine arts insurance policy and compliance of requirements, and advising and facilitating various departments on activities, programs and special events in the galleries to ensure the safety of collections on exhibition and compliance with lender requirements.
- Assists DCAC in revisions of the Emergency and Response plan in conjunction with Operations and implements appropriate training of all staff. Serves as Head the Emergency Response Team in conjunction with the Head of Operations.
- As directed by DCAC, manages all art storage areas on and off-site; develops and implements storage, object handling and housing policies and procedures.
- Advises DCAC, curatorial staff, Board and other staff on matter of collections stewardship best practices.
- Works with Development team on various grants applications for collections care, as needed.

### **Exhibitions and Loans:**

- Assists DCAC and Exhibitions Manager in the development of exhibition and loans budgets.
- Assists DCAC and Exhibition Manager in reviewing and providing feedback on traveling exhibition venue, and artist contracts.
- Oversees all work to Traveling exhibitions and loans registrar including
  - Processing and arranging logistics of all incoming and outgoing loans, long term loans program, and exhibitions program including associated contractual matters, documentation and billing, managing all exhibition and traveling exhibition logistics including shipping, couriers, insurance,

environmental controls, security, lenders restrictions and installation of loans.

- Applying for Indemnity, Immunity from Seizure, Cites and Fish and Wildlife permits as required by lenders or the law.
- Travels as a courier when required.
- Ensures institutional art-handling guidelines for the collection and exhibitions program are followed.

#### **Conservation:**

- In consultation with DCAC:
  - Reviews and assesses all permanent collections works for display and determines conservation, framing, mounting, housing, display, and preventative conservation needs.
  - Reviews all incoming and outgoing loans to assess their stability to be displayed in the galleries and if any special needs exist.
  - Consults with Curatorial for specific display needs to make informed plans of action for conservation treatment, in conjunction with contract conservators.
- Assists DCAC with budgeting, consults with, and commissions all conservators as needed.

#### **Permanent Collections and Information Management:**

- Ensures collections management and registration staff follow collections management policy for all matters including accessioning and deaccessioning: Assist in preparing for Board collections meetings and acquisitions, process gifts, bequest, and acquisitions including creation and maintenance of physical and digital records.
- Manages the database maintenance, coordinates upgrades, on and off-site training for staff, contractors, and creation of reports as requested by various departments. Ensures accuracy, timely input, and maintenance of all collection, exhibition and loan information.
- Assists digital team with management of DAMS ensuring accurate information related to collections and exhibitions assets.
- Directs photography of collection and maintenance of image server.
- Overseas rights and reproductions for collection and procures associated publications for Rubin library and collection research.

#### **Collection Cataloging:**

Supervises various projects as assigned by the DCR currently including:

- Manages multi-year Collections Cataloguing project in conjunction with Curatorial team, record information in TMS and appropriate files.
- Assist DCAC and provenance contractors with gathering information from database and other internal source for research on the collections when directed.
- Assist DCAC in managing provenance researcher's contract deliverables and invoice payments.

**Qualifications:**

- Minimum MA in Art History or other related field relevant to Collections Management.
- Must have 8 to 10 years of experience in collections management including provenance research procedure, guidelines and resources.
- Knowledge of external sources of provenance information, such as archives (in both the U.S. and other countries) including those that are not publicly available.
- Familiarity with the art market related to the Rubin Museum's collection – a plus.
- Demonstrated experience improving collecting practices and collections management within museums or related organizations – required.
- Must have proven communication skills navigating highly complex and sensitive topics.
- Must have excellent interpersonal, verbal and written communication skills.
- Must have at least 3 to 5 years of supervisory experience.
- Established network of contacts in the fields of collections management and provenance research – required.
- A demonstrated interest in the Rubin Museum of Himalayan Art as a collection institution committed to the highest standards of collecting practices and collections – desired.
- Must be able to demonstrate creativity, discretion, ability to trouble shoot and multi-task.
- Proficiency in Microsoft Office Suite, Slack, Asana, OnBoard, Photoshop and other software applications – a plus.
- Travel up to 25% of time – required.

**Salary Range:** \$85k to \$100k 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 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 **Senior Collections Manager** 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, 150 West 17<sup>th</sup> 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.*