

Employment Opportunity: Coordinator, Editorial & Digital Content {Hybrid}

About the Museum

The Rubin Museum of Art located in the Chelsea, New York City area, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present.

Through Himalayan art, cultures, and ideas, the Rubin serves as a guidepost to examine big questions of what it means to be human today with the intent of creating a more compassionate, resilient world.

With its globally renowned collection, the Rubin fosters understanding and appreciation of this extraordinary region by connecting its art and ideas to contemporary issues that are relevant in our visitors' lives today.

Largely inspired by the philosophical traditions of Buddhism and Hinduism, the Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and sciences. In doing so, the Museum serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

Within its five floors of galleries are several long-term rotating installations drawn from the permanent collection, including *Gateway to Himalayan Art*, *Masterworks* and our recently installed interactive Mandala Lab among others.

About the Position

The Coordinator, Editorial & Digital Content (Coordinator) is a full-time exempt position created to assist the Head of Digital Content & Strategy with support production and coordination of editorial and digital content across teams to help expand the Rubin's digital presence. This includes editorial content, multimedia coordination, and guiding other web-based processes for in-gallery and/or online.

This position requires working closely across the Museum especially with the VEI, Marketing & Communications, Curatorial & Collections, Development and the Programs & Partnerships teams.

In this role, the Coordinator will provide all administrative support including: plans and coordinates meetings to ensure smooth workflows; creates and maintains project documentation, project proposals, technical processes, and metric assessments; monitors progress and schedules; and communicates with project stakeholders, management and other relevant parties.

This position requires a workweek schedule of Mondays through Fridays from 9:00 AM to 5:00 PM with some flexibility required as needed.

The incumbent reports to the Head of Digital Content & Strategy.

Responsibilities:

- Coordinates work of members of the Visitor Experience and Interpretation (VEI) team
- Communicates and explains project methodology and processes of VEI team to internal and external collaborators
- Coordinates projects using accepted project management methodologies and technologies
- Facilitates project communication and assists with project documentation
- Creates and distributes project briefs, project status reports and other relevant project components
- Monitors and manages project schedules to ensure deliverables are provided on time to relevant team members and other stakeholders
- Monitors and manages steps of project ensuring their timely completion
- Monitors and manages project costs in partnership with project leaders and budget managers
- Manages and guides project initiation and review processes, quality assurance, and ensure speedy and thorough review
- Guides web submissions made by VEI team and works with Marketing and Communications to improve processes and maintain clear communication
- Coordinates multimedia production alongside VEI and Marketing and Communication stakeholders as required

Qualifications:

- High School Diploma or equivalent is required
- Bachelor's degree preferred
- Must have 1-2 years of project/process management in a professional work environment
- A collaborative self-starter with excellent organizational skills, attention to detail, and the ability to assist in the management of complex, long-term projects
- Strong writing and communication skills, with demonstrated ability to clearly relay information in a concise and clear fashion
- Solution-oriented mindset and enjoys problem solving to meet short-term needs
- Proficiency in Microsoft Office, Google suite, Outlook, Slack and Asana products is required
- Additional qualifications preferred but not required:
 - Familiarity and/or experience with Himalayan arts and cultures
 - Familiarity and/or experience with the use of digital tools in the organization and analysis of art historical and cultural heritage materials
 - Familiarity and/or experience with audio and/or video production
 - Familiarity and/or experience with collaboration/project management software (e.g. Trello, Basecamp)

- Familiarity and/or experience with the following software: Adobe Creative Suite (in particular Photoshop, XD, and InDesign), AirTable, Miro, Figma, Wordpress, TMS
- Familiarity and/or experience with web analytics and metrics

Salary: \$42k - \$45k per annum 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 that allows employees to work offsite four (4) days per week based on their job responsibilities. This policy took effect on September 14, 2022 and will end in its current format on March 31, 2023. The WFH policy will be reviewed and revised as needed.

COVID-19 Vaccination requirement:

- Newly hired employees are required to be fully vaccinated for COVID-19 (i.e. have received both doses of a 2-dose vaccine OR a single dose of a one-dose vaccine) and must provide proof once a job offer has been made.
- The above definition of what it currently means to be fully vaccinated is based on the definition from the Centers for Disease Control and Prevention (CDC).

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, Editorial & Digital Content** in the subject line of email and in body of cover letter.
- Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
- Send application by mail to: The Rubin Museum of 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.