

**Employment Opportunity:
Traveling Exhibitions and Loans Registrar {Hybrid}**

About the Museum

The Rubin Museum of Art is a global museum dedicated to sharing Himalayan art with the world. Founded in 2004, the Rubin serves people internationally through a dynamic platform, participatory experiences, exhibitions, and partnerships.

The Rubin inspired and informed by Himalayan art 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, long-term loans and the stewardship of a collection of nearly 3,500 Himalayan art objects spanning 1,500 years of history – providing unprecedented access and resources to scholars, artists, and students across the globe.

Celebrating its 20th anniversary in 2024, this fall the Rubin will transition into a global museum, that is – a ‘museum without walls’ with the goal of bringing greater awareness and understanding of Himalayan art to a wider and more diverse audience around the world.

Summary Description

The Traveling Exhibitions and Loans Registrar will assist in organizing, managing and caring for the Museum’s collection, and will support the implementation of the Museum’s traveling exhibitions and loan programs. The main responsibilities includes planning, preparing, and couriering works for Rubin traveling exhibitions, loans program, and art projects.

The Traveling Exhibitions and Loans Registrar will work very closely with the DCAC team and primarily with the Senior Collections Manager & Provenance Researcher and the Exhibitions Manager.

This is a full-time exempt position that is hybrid eligible with a workweek schedule of Mondays through Fridays with core work hours from 9:00 AM to 5:00 PM with some flexibility as needed especially during installation/deinstallation periods.

This position requires up to 50% of extensive travel both locally, nationally and possibly internationally.

The incumbent will report to the Director of Curatorial Administration and Collections.

Responsibilities:

- Supervises movement and preparation of art, in collaboration with the Collections Manager for the Rubin's traveling exhibitions, loans programs and various art projects programs according to professional museums standards.
- In conjunction with Collections Manager, prepares Rubin objects for exhibitions and loans including evaluating condition, framing and mounting requirements, packing solutions, re-housing plans, and movement of artwork to and from off-site storage, conservators, and framers. Updates and distributes object preparation documents, crate lists, shipping list and insurance documentation to relevant team members.
- Reviews and makes recommendations to DCAC for loaning works based in stability of work, facilities report of venue, and insurance policies provided. Prepares and distributes paperwork for internal approval of loans.
- Prepares and issues loan requests, agreements and review/negotiate lender terms and requirements of agreements in collaboration with Collections Manager, Curators and Director of Curatorial Administration and Collections, and insurance broker.
- Adheres to the industry's best practices for art handling, installation, storage, condition reporting, data management, packing and shipping. Assists Collections Manager in supervising part-time and freelance art handlers and staff working with the collection.
- Plans install and deinstall schedules in collaboration with Rubin and venue team; consider staffing levels for art handler needs, contract registrar assignments, coordinating artists, couriers, conservators, and shipping deadlines.
- Coordinates all logistical arrangements pertaining to transportation, customs clearance, booking transports and requesting/comparing shipping estimates, storage, crating, and packing, and courier needs for borrowed artworks. Travel up to 50% required.
- Prepares and ensures immunity from seizure, indemnity, and cites applications and documentation are in place as required before shipping.
- Develops and manages registration budgets by obtaining estimates from multi vendors, processing and tracking expenses, and reporting regularly on budgets related to each exhibition, loan and art project.
- Adheres to the industry's best practices for art handling, installation, storage, condition reporting, data management, packing and shipping.
- Documents object information and their movement in database, working with Collections Manager to ensure all information regarding physical nature, handling, installation, display, packing, shipping, condition reports and images, environmental and special requirements are recorded.
- Works with venues to ensure security protocols and gallery environmental conditions are regularly monitored and reported
- Function off-site storage liaison in conjunction with Collection manager.
- Organizes art in preparation for photography needed for project.
- Acts as a courier to exhibitions and loans for installation and deinstallation as assigned by DCAC. Collaborates with DCAC, Operations, Collections Manager, Registrar and other key stakeholders in emergency planning.

- With the Collections Manager, helps facilitates and supervise visits to all art storages with Curators, education, outside scholars, conservators, framers and other museum staff examining collections.
- Assists Collections Manager as needed with annual inventory and a complete inventory every five years as per the Collections Management Policy. Ensures timely updates to art movement logs and tagging of artwork.
- In conjunction with Collections Manager, ensures art and crate storage spaces are secure, clean, organized and work-ready, according to museum standards.
- Provides support to Director of Curatorial Admin and Collections and other staff on touring exhibitions, special art projects, and other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent combination of education and experience preferred.
- Must have 7+ years of relevant registrar experience at a museum, cultural institution, or comparable organization.
- Must be a team player with a "can do," pitch-in attitude.
- Must have excellent interpersonal, verbal and written communication skills.
- Up to 50% travel both domestically and internationally is required.
- Ability to work in a fast-paced environment adapting to changing needs.
- Proficiency in Microsoft Office Suite, TMS and ASANA is required.
- Experience couriering artwork for a museum preferred.
- Familiarity and/or experience with Himalayan arts and cultures a plus

Salary: \$75k to \$80k 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 – designated onsite workday.

The Rubin's WFH policy in its current format will end on December 31, 2024. This policy will be revised and updated accordingly.

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 **Traveling Exhibitions & Loans Registrar** 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: 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.