

# The Rubin Museum of Art

## Employment Opportunity

Rubin Museum of Art, 150 West 17<sup>th</sup> Street, New York, New York, 10011

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### **Curator, Nepalese Art**

*Immediate Opening*

#### **Summary**

The Rubin Museum of Art, opened October, 2004, is a non-profit cultural and educational institution dedicated to the collection, preservation, exhibition, and publication of Himalayan art. The museum has a staff of 100, an annual budget of approximately \$15 million, a substantial endowment, and a growing and increasingly distinguished collection of approximately 2,500 works of art from the Himalayan region and surrounding areas. The exhibitions, acquisitions and publications programs are both active and ambitious, and require the dedicated expertise of a diverse and committed curatorial staff of eight, at various professional levels. This position reports directly to the Chief Curator.

#### **Representative Responsibilities**

*Responsibilities include but are not limited to the following:*

- Works closely with the Chief Curator and other Rubin Museum staff in the development and achievement of the programmatic mission and goals of the Rubin Museum of Art.
- Reports directly to the Chief Curator on all matters, including the quality and quantity of his/her work and assignments.
- Within the context of the Rubin Museum exhibitions program, conceives, plans, and realizes exhibitions including object selection, general layout and object adjacencies within the exhibition, and the creation and/or approval of all didactic components.
- Incumbent works closely with the Chief Curator, the Exhibition Management staff, the Deputy Director, and other staff to assure that the exhibition themes and ideas set forth are accomplished professionally, with attention to both quality and detail, in a timely and efficient manner, and within budget parameters.
- With the Co-Founder/Co-Chair, Deputy Director, Chief Curator, and Exhibition Coordinator, further develops the traveling exhibitions and loans programs. Defines, customizes and/or further develops exhibition themes and topics, and advises the Exhibition Manager on curatorial schedules.
- With other colleagues, selects exhibitions to be presented at the Rubin Museum and develops the exhibition schedule.

- Develops written interpretive materials, in a wide variety of forms and for a diverse audience, which ranges from newcomers to specialists. Communication takes the form of exhibition catalogues or parts thereof, complete exhibition didactic information including introductory and section texts, summaries and object labels, and other interpretative materials such as exhibition brochures, recorded guide scripts, on-line presentations, and scholarly articles. Contributes exhibition descriptions for use in publicity and grant proposals.
- With the Chief Curator, develops and monitors curatorial budgets, contracts with curators and scholars, and other agreements and administrative documents.
- Mentors, manages and supervises subordinate staff as assigned, on either a project- or long-term basis.
- As requested by the Chief Curator, advises the Co-Founder/Co-Chair and the Board Acquisitions Committee on the acquisition (or disposition) of collection objects
- Provides descriptions of purchased objects, including the identification, transcription and translation of inscriptions.
- Conducts research on collection objects, and actively participates in building and maintaining factual and interpretive information for use within the collections database and permanent files.
- Assists in the review of all scholarly and curatorial content used on the RMA website or distributed in any other public form.
- Gives both private and public presentations, conducts collection and exhibition tours and widely represents the scholarly interests of the Rubin Museum internally and externally.
- Develops and nurtures professional relationships with collectors and dealers.
- Remains current on curatorial and scholarly topics related to the mission and goals of the Rubin Museum.

### **Qualifications:**

- Minimum: MA in Himalayan/Tibetan art or culture, or equivalent experience. PhD Preferred.
- Three or more years experience in a curatorial position in an art museum(s) or similar institution, with a demonstrated record of accomplishment, and/or considerable experience in developing and presenting exhibitions of works of art.
- Profound knowledge of Newari language and script.
- Profound knowledge of Newari Art (Buddhist and Hindu).
- General knowledge of Indian and Tibetan Art.
- Experience in interpreting Himalayan art to a diverse audience, from newcomers to specialists.
- Excellent written and spoken English skills.
- Good reading and writing knowledge of Tibetan and Sanskrit.
- Dexterity in the use of computers in a place-of-business context.

### **Compensation**

- Competitive salary, depending upon experience and accomplishments.
- Competitive benefits package accompanies this full-time position.

**Please provide the following as part of your application:**

- Complete resume, including salary history and salary requirements.
- Summarize your relevant qualifications for this specific position. No generic statements please.

**Applications**

- Indicate Curator on the Subject Line of Email or in body of cover letter.
- Applications in electronic format preferred, and accepted at [jobs@rmanyc.org](mailto:jobs@rmanyc.org)
- Mailed applications – Manager, Human Resources, Rubin Museum of Art, 150 West 17<sup>th</sup> Street, New York, New York 10011