

THE FRICK COLLECTION

1 EAST 70TH STREET • NEW YORK • NEW YORK 10021

Job Posting

Copy Cataloger

Part-time up to 24 hours/week
Temporary, anticipated 1-2 years

Background

The Frick Collection is an art museum consisting of more than 1,400 works of art from the thirteenth to the nineteenth century, displayed in the intimate surroundings of the former home of Henry Clay Frick. The residence, with its furnishings and works of art, has been open to the public since 1935. The Frick Art Reference Library is an internationally-recognized research library that serves as one of the most complete resources for the study of Western art. Founded in 1920, the Library today holds more than one million study photographs, 285,000 books, 80,000 auction catalogs, and 2,250 periodical titles. It is open to interested individuals from all over the world.

Position Summary

This is a paraprofessional position for a temporary project to catalog, itemize, and improve access to Library collections. Reporting to Head of Bibliographic Records, the duties of this position include: revision and creation of bibliographical records in OCLC WorldCat and Innovative Interfaces Inc. Millennium systems; revision and creation of item records in Millennium; producing labels as needed; and identification of items needing conservation treatment.

Qualifications

Bachelor's degree. Minimum of one year of copy cataloging experience in a library using OCLC. Knowledge of MARC21 Format for bibliographic data, Library of Congress call number system, and Library of Congress authority files. Familiarity with library system platforms such as OCLC Connexion and Millennium. Reading knowledge of one or more European languages. The successful candidate will be enthusiastic and have attention to detail.

Work Hours and Compensation:

Monday through Friday, work schedule to be determined, up to 24 hours/week. Compensation is \$26.00/hour.

Benefits in Employment with the Frick Collection

All employees of the Frick Collection may access free or discounted admission to most of New York's finest museums. Additionally, we provide employees and volunteers with a discount on Museum Shop purchases and an on-site discounted employee dining service. Part-time employees are also eligible to accrue sick in accordance with the New York City Earned Sick Time Act. The Frick Collection offers a beautiful and pleasant work setting and an excellent opportunity to appreciate some of the world's finest works of art.

To apply, please send cover letter and resume to:

Head, Bibliographic Records
jobs@frick.org
The Frick Collection
1 East 70th Street
New York, NY 10021

Include "Copy Cataloger" in subject line of email. No phone calls, please

Equal Employment Opportunity has been, and will continue to be, a fundamental principal at The Collection, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, marital status, alienage or citizenship status, sexual orientation, disability, pregnancy, military status, creed, genetic predisposition or carrier status or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This description shall not be construed as a contract of any sort for a specific period of employment.