

THE FRICK COLLECTION

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

Job Posting

Barcoding and Inventory Technician

Part-time up to 21 hours/week

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

Scan barcodes into item records in the Library's Millennium integrated library system. Add or update item records in Millennium ILS. Produce labels when needed. Identify items needing more work or conservation treatment.

Qualifications

College degree. Familiarity with library systems a plus. The successful candidate will be energetic and have attention to detail.

Compensation: \$15.00/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 resume to:

Assistant Acquisitions and Cataloging Librarian
jobs@frick.org
The Frick Collection
1 East 70th Street
New York, NY 10021

Include "Barcoding Technician" 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.