Job Posting

Administrative Assistant for Conservation

Full-time, nonexempt

Background
The Frick Collection is an art museum consisting of more than 1,100 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.

Summary and Responsibilities
This is a full-time position, which will provide administrative support to the four-member art conservation department. Duties include preparing correspondence and reports; managing conservation object records and databases; coordinating department calendars; maintaining inventory and general upkeep of the lab; and processing environmental monitoring data. The Administrative Assistant will also conduct library and on-line research and process digital image documentation. S/he will respond to inquiries and requests, process vendor invoices, and prepare expense reports. The successful candidate will occasionally be called upon to assist with handling of artworks and gallery and art storage projects.

Qualifications
Bachelor’s degree required, master’s degree preferred. Comfortable using Macs and experienced with the following software: Adobe Creative Suite, Filemaker Pro, Microsoft Office, and The Museum System; familiarity with data logger software is also beneficial (e.g. Hobo and T&D loggers). Excellent attention to detail and ability to attend to a variety of tasks and projects simultaneously, as well as good communication skills and ability to interact with colleagues at all levels. Knowledge of decorative arts and sculpture as well as material science would be helpful.

Benefits in Employment with The Frick Collection
Full-time employees are eligible to participate in group life, health, and dental insurance plans. Employees contribute to the cost of their health insurance based on income level and the type of coverage they select. Other benefits include Short and Long Term Disability insurance, employee contributed tax deferred annuity, flexible spending plans for health, dependent care and commuting costs, generous pension plan with participation after one year of service/vesting after five years of service, 13 paid holidays, and accrual of 12 vacation days the first year of employment (25 days subsequent years).

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 an extremely affordable lunch in our employee dining room and a discount on Museum Shop purchases. 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 with salary requirements/history to:

Chief Conservator
The Frick Collection
1 East 70th Street
New York, NY 10021
Fax: 212-861-7347
Email to: jobs@frick.org

Inquiries without salary requirements will not be considered. 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.