

# THE FRICK COLLECTION

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

Job Posting  
**Membership Desk Assistant**  
Part-time: 12-15 hours/week

## **Background**

The Frick Collection is an art museum consisting of more than 1,400 works of art from the ninth to the nineteenth centuries, displayed in the intimate surroundings of the former home of Pittsburgh industrialist Henry Clay Frick. The residence is one of New York City's few remaining Gilded Age mansions. The Collection with its furnishings and works of art has been open to the public since 1935, and has continued to acquire works of art since Mr. Frick's death. Adjacent to the museum is The Frick Art Reference Library, an internationally-recognized research library that serves as one of the most complete resources for the study of Western art. Founded in 1920 by Helen Clay Frick as a memorial to her father, the Library today holds more than one million study photographs, 360,000 books and periodicals, and 100,000 auction catalogs. Today it is one of the leading institutions for research in the fields of art history and collecting and is open to interested individuals from all over the world. Along with special exhibitions and an acclaimed concert series, the Frick offers a wide range of lectures, symposia, and education programs that foster a deeper appreciation of its permanent collection.

## **Position Summary**

The Membership Desk Assistant is one of the first people in the museum to interact with our current and potential members. Posted in the Reception Hall of the museum, he/she is primarily tasked with selling new memberships to visitors, assisting current members with admission tickets and answering any queries that members might have. The Membership Desk Assistant is an integral part of the Membership team and works closely with the Assistant Manager of Membership to promote membership at all levels, while accurately and efficiently processing new membership gifts, updating member information in the database, and providing the highest level of customer service. Successful candidates must have excellent communication skills, the ability to interact with a demanding public, be comfortable handling cash, making change, and processing credit card sales. Additional tasks may include assisting with database projects, mailings, and at events.

## **Qualifications**

We are looking for an enthusiastic individual committed to providing a positive member experience in this public-facing position within the membership department. Sales, membership, or visitor services experience is very helpful. Excellent customer service skills, personable and outgoing demeanor, and attention to detail are essential. Knowledge of Raiser's Edge or other databases is a plus. Professionalism and reliability a must. Bilingual skills helpful.

## **Work Hours & Compensation**

Membership Desk Assistants are usually scheduled to work between 12 and 15 hours per week; shifts may vary but are expected to be 5-7 hours/day 2-3 days/week. Museum hours are: Tuesday through Saturday: 10:00 a.m. to 6:00 p.m. and Sundays: 11:00 a.m. to 5:00 p.m. The Museum is closed on Mondays and Federal Holidays. Compensation: \$15.45/ 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 time 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 send resume and cover letter to: Membership Manager**  
[jobs@frick.org](mailto:jobs@frick.org)  
The Frick Collection  
1 East 70<sup>th</sup> Street  
New York, NY 10021  
**(include "Membership Desk Assistant" 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.*