

THE FRICK COLLECTION

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

Job Posting

Project Manager for Construction Administration

Full-time, Exempt

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 newly created position and key member of the internal team managing the Frick's major capital expansion project. This person will report directly to the Associate Director for Capital Projects, and will work closely with the Capital Projects Team that reports to the Deputy Director & COO. S/he will also liaise with Museum stakeholders from across the institution. Because this position will exclusively support the Frick's capital project, we anticipate that the position will be active for approximately four to five years, beginning in spring 2019. The Project Manager is an integral player in the development and implementation of the Frick's major capital expansion project. S/he will focus on developing and refining specific scopes of work from the inception of the Construction Document (CD) phase of design right through the construction and completion of the project. The Project Manager will assist in managing a robust group of design and construction professionals that includes design and executive architects, consulting engineers, owner's reps, construction managers, cost estimators and other owner consultants.

Requirements

- Five to ten plus years of experience in managing new construction or building renovation/expansion, preferably in cultural/educational institutions or other not-for-profit settings, including construction document and construction administration experience.
- A successful communicator who can build strong relationships with a complex design & construction team (design consultant, architect, and building contractors) while successfully collaborating with and representing the interests of the institution and internal constituents.
- A collaborative colleague who enjoys contributing to a team's success.
- Bachelor's or Master's degree in Architecture, Engineering or related field is a plus.
- Familiarity with architectural design software: AutoCAD and Revit is a plus.

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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 type of coverage selected. Other benefits include Short and Long Term Disability insurance, employee contributed tax deferred annuity, health saving account with employer seed, flexible spending plans for health, dependent care and commuting costs, generous defined benefit pension plan with participation after one year of service/vesting after five years of service, 13 paid holidays, accrual of 12 vacation days the first year of employment, 25 vacation days second year of employment. All employees may access free or discounted admission to most of New York's finest museums. The Frick provides employees with a discount on Museum Shop purchases and an on-site employee dining service. The Frick offers a beautiful and pleasant work setting and excellent opportunity to appreciate some of the world's finest works of art.

Please send resume and cover letter including salary requirement to:

Associate Director for Capital Projects
jobs@frick.org
The Frick Collection
1 East 70th Street
New York, NY 10021

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Include **“Project Manager for Construction Administration”** in subject line of email

No phone calls please. Inquiries without cover letter and salary requirements will not be considered

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.