THE FRICK COLLECTION
1 EAST 70TH STREET • NEW YORK • NEW YORK 10021

Job Posting

Museum Shop Sales/Admissions Assistants and Coatroom Attendants

part-time; $15.25/hour

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.

Museum Shop Sales/Admissions Assistants

Position Summary
This is a varied position that involves greeting the public, selling museum admission tickets to visitors, and working in the Museum Shop. Museum Shop Sales and Admissions Assistants produce tickets using a computerized ticketing system and work in the museum store processing store purchases, assisting customers, and restocking shelves. They handle cash, make change, and process credit card sales.

Qualifications
Bachelor’s degree with art history major/minor preferable. Retail experience essential. Successful candidates have excellent communications skills, are able to interact with a demanding public, and work for long periods (eight hour shifts) in a small workspace. Professionalism and reliability are a must. Bilingual skills helpful.

Coatroom Attendants

Position Summary
Coatroom Attendants at The Frick Collection are often among the first representatives of the museum to greet the public. They help ensure that visitors are confident in leaving their personal belongings in our care during their visit. Coatroom Attendants often handle heavy coats and bags and stand for long periods of time.

Qualifications
High school diploma or GED. Successful candidates have excellent communications skills, are able to interact with a demanding public, and work for long periods (eight hour shifts) in a small workspace. Professionalism and reliability are a must. Bilingual skills helpful.
**Work Hours**
Hours vary: our public facing staff are usually scheduled to work between 14 and 28 hours per week, with varying shifts. 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.

**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 send resume and cover letter to:**
Head of Retail and Visitor Services
jobs@frick.org
The Frick Collection
1 East 70th Street
New York, NY 10021

(include “Museum Shop” or “Coatroom” in subject line)

**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.*