Job Posting

Human Resources Assistant

Full-time nonexempt

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
Provides all over administrative support for the HR team and in the Accounting Office. Interacts with employees at all levels. Functions may include selling employee lunch tickets, issuing petty cash, referring staff members to appropriate team member to address payroll and benefits issues. Digitization of current and former employee records. Maintains personal files (digital and paper). Filing. Manages clearance of suggestion box, refers suggestions to HR Manager and/or Chief HR Officer. Reconciles employee contributions for classes and special events.

Requirements
High School diploma or GED. Certification/proven training in Microsoft Office suite: Word, Excel, Power Point and Access Database. Excellent consumer service skills. Ability to maintain confidentiality and manage very sensitive information. Must be able to excel in a busy office and manage disparate responsibilities simultaneously. Cordial, friendly, able to interact successfully with constituents at all levels. Good verbal and written communicator. The ideal candidates will be easy going and have a good sense of humor. Bi-lingual skills English with Spanish, ASL or French is useful. Experience using automated payroll system (Paylocity, Pacer, ADP) 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 type of coverage selected. 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 defined benefit 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. 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 Collection offers a beautiful and pleasant work setting and an excellent opportunity to appreciate some of the world’s finest works of art.

Please send resume with salary requirements to: Manager of Human Resources
jobs@frick.org
The Frick Collection
1 East 70th Street
New York, NY 10021

Include “Human Resources Assistant, FT” 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.