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

Job Posting

Membership 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
Reporting to the Senior Manager of Individual Giving, the Membership Assistant provides overall support for the Individual Giving team. Duties include producing and sending tax acknowledgements, membership cards, gift membership packets, and all renewal notices (mail and email). Additionally, s/he coordinates bulk mailings throughout the year. S/he provides the highest level of customer service over phone, email, and in person. S/he provides logistical organization and administrative support for all member events including creating work orders and invitation lists, producing email and mail invitations, coordinating mailings, paying invoices, taking RSVPs, and checking in guests at events. S/he produces weekly/monthly/annual reports for the team and department, as needed. S/he also assists in organizing all details for the annual Director’s Trip. Additional duties may include gift processing during particularly busy months, website updates, tracking inventory, and occasional coverage of the Membership Desk. The Frick Collection’s events are often held on evenings and weekends, the Assistant may be required to work extended hours to provide support at these events.

Requirements
A good understanding of Development and Membership as well as an interest in fine and or decorative arts. Excellent organizational and communications skills (both written and verbal). Superb attention to detail and an ability to handle multiple projects and requests on an ongoing basis. Computer fluency in Microsoft environment plus Raisers Edge experience, or strong database skills. Bachelor’s Degree (major in art history, English, or communications preferred). Minimum 1-2 years professional experience in membership/development or very strong museum internships experience.
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: Senior Manager of Individual Giving

jobs@frick.org

The Frick Collection

1 East 70th Street

New York, NY 10021

Include “Membership 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.