



Position Available

**Director of Operations and Visitor Services
The Frick Art & Historical Center
Pittsburgh, PA**

The Frick Art & Historical Center is a museum and historic site located in Pittsburgh, Pennsylvania. It focuses on the interpretation of the life and times of Henry Clay Frick, industrialist and art collector. The complex, located on 5 acres of lawn and gardens in the city's Point Breeze section, includes The Frick Art Museum; an historic house, Clayton, the Pittsburgh home of Henry Clay Frick; the Car and Carriage Museum; The Café at The Frick; an administration building; an education building; a greenhouse, and the Museum Shop and Visitor Center (presently located in the Children's Playhouse). The Director of Operations and Visitor Services is primarily responsible for planning and managing security and maintenance of the physical plant and grounds, and overseeing the operations of The Café at The Frick and the Museum Shop as visitor amenities designed to support the Frick's revenue and membership goals. S/he is a member of a six-person management team, oversees a large staff, and reports to the Director of the Frick Art & Historical Center. Position is full-time, exempt, with benefits. More information about The Frick Art & Historical Center is available at www.TheFrickPittsburgh.org.

Primary responsibilities:

- Develops annual and multi-year plans for security, and facilities and grounds maintenance with overall goal of anticipating needs and preventing problems. Works with the Director of Curatorial Affairs to ensure that policies and practices safeguard museum collections.
- Oversees management of The Café at The Frick (a fully-staffed café under the day-to-day supervision of an experienced manager) and the Museum Shop.
- Provides ongoing monitoring of facilities and systems; troubleshoots problems.
- Supervises large staff of in-house and contracted employees, and
- Other duties as requested by the Director.

Qualifications and attributes:

- Minimum of three years of experience in facilities management including knowledge of security, electrical and environmental systems and practices; experience with management of historic sites, museums and aging physical plants and systems a plus;
- Experience supervising personnel, developing and managing budgets, negotiating and managing contracts;
- Knowledge of emergency preparedness and recovery plans for institutions;

- Ability to manage within the context of good customer services practices; deal with ambiguity and appreciate multiple points of view; proactively seek solutions, and assist with problem-solving;
- Ability to multi-task and meet deadlines with equanimity;
- Excellent project management, oral and written communication and interpersonal skills;
- Excellent computer skills;
- Bachelor's degree in applicable field.

Only those candidates with the experience and qualifications described will be considered. Position includes a comprehensive benefit package. The Frick Art & Historical Center would like the successful candidate to begin work in early October, 2010.

To apply:

Qualified candidates should submit, via email attachments: a cover letter, resume, salary history and requirements, and three references.

To: Marilyn Coleman Consulting
colemanconsulting@comcast.net

Please include "Frick Search" in the subject line of email.

The Frick Art & Historical Center is an Equal Opportunity Employer.