

# FRICK ART REFERENCE LIBRARY

## SUMMER 2013 INTERNSHIP PROGRAM

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### **Frick Art Reference Library: Administrative Department**

The Administrative Department of the Frick Art Reference Library (FARL) is now accepting applications for two Administration Internships for summer 2013. Projects will include research and writing of Web pages for the research sections of the Web site and associated online exhibitions, as well as survey work on the collections. The interns will have access to the Frick Art Reference Library, one of the leading art research centers in the world.

### ***Eligibility***

The Administration Internship is open to qualified undergraduates or graduate students in art history, library and information science, or other relevant fields. Intern activities are generally carried out four days a week between the hours of 10:00 a.m. and 4:00 p.m.; however, an alternative schedule may be discussed. All internships are unpaid, and applicants are responsible for their own housing and travel arrangements.

### ***Application Instructions***

**Please note that eligibility and application instructions may vary from one museum department to another and that multiple applications cannot be accepted; please apply to only one department per season.** All internship applications must be submitted via e-mail.

- Please title the subject of your e-mail: FARL Administration Intern – Summer 2013
- Please write a cover letter in the e-mail body that includes:
  - Your reasons for applying to the Frick Art Reference Library
  - Your contact information
  - The names, professional affiliations, and telephone numbers of two professors, or one professor and one employer, who may be contacted as references.
- Please attach your résumé as a PDF.
- Please e-mail your completed application to Sophia Walter, Library Administrator, at [internships@frick.org](mailto:internships@frick.org).

**All FARL Administrative Internship applications for summer 2013 must be received no later than March 1, 2013. No phone calls, please.** Selected candidates will be contacted for interviews, and applicants will be notified by the end of April.