

THE FRICK COLLECTION

SUMMER 2013 INTERNSHIP PROGRAM

The Frick Collection: Development Department

The Development Department of The Frick Collection is now accepting applications for a Development Internship for summer 2013. The successful candidate will assist with donor and prospect identification, research and evaluation, and data management of prospect records; biographical, business, and financial research on individuals and some family foundations; design or identification of prospect tracking, management, and rating systems in Raiser's Edge database; evaluation and development of research techniques and technologies; stewarding donors, including preparing and mailing acknowledgments and welcome packages; maintaining the database, including creating and updating records and performing data integrity checks; the logistics of the membership and donor events as needed; donor correspondence and membership acknowledgments; other membership and individual giving responsibilities as necessary.

Eligibility

Development Internships are open to qualified undergraduate and graduate students with degrees in art history, arts administration, museum studies, or other relevant areas. The candidate will have superior research and writing skills and an outstanding ability to categorize, organize, and present research. Excellent organizational, management, writing, and proofreading skills; fluency in English; prospect research skills; ability to prioritize multiple tasks and meet deadlines; interest and commitment to art history, museum development, or nonprofit management; ability to take initiative, work independently, and be a dependable team player. Raiser's Edge experience strongly preferred but not required. 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: Development Intern – Summer 2013
- Please write a cover letter in the e-mail body that includes:
 - Your reasons for applying to The Frick Collection
 - Your contact information
 - The names, professional affiliations, and telephone numbers of 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 Maureen Nash, Associate Director for Development, nash@frick.org.

All Development Internship applications for summer 2013 must be received no later than January 11, 2013. No phone calls, please. Selected candidates will be contacted for interviews, and applicants will be notified by early April.