

THE FRICK COLLECTION

SUMMER 2013 INTERNSHIP PROGRAM

The Frick Collection: Registrar Department

The Registrar Department of The Frick Collection is now accepting applications for a Registrar Internship for summer 2013. The Registrar Intern will create exhibition spreadsheets and checklists, perform an inventory of collection works, work with condition reports, observe the unpacking and crating of artwork, and perform clerical tasks, including filing and bookkeeping.

Eligibility

Registrar internships are open to qualified undergraduate and graduate students with degrees in art history, arts administration, museum studies, studio art, or other relevant areas. It is essential that the candidate be highly organized and detail oriented; knowledge of Excel and Word is preferred. 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: Registrar 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 Allison Galea, Associate Registrar, internships@frick.org.

All Registrar 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.