

THE FRICK COLLECTION

1 EAST 70TH STREET • NEW YORK • NEW YORK 10021

Volunteer/Intern for Library Collections
The Frick Art Reference Library of The Frick Collection
One Placement Available

Volunteer/Internship Position Summary

We are seeking an intern or volunteer to assist with the processing of two large scholarly library collections recently acquired as gifts. Reporting to the Head of Acquisitions, the volunteer will search the Library's online catalog and OCLC's WorldCat to find matching records and will create brief bibliographic and order records in the Library's Innovative Interfaces system. Benefits of this position include gaining experience with library systems, hands-on exposure to unique historical materials such as rare auction catalogs, familiarity with an important scholarly library devoted to decorative arts, and making a lasting contribution to a world-renowned art library.

Time Commitment

Activities will be carried out between 7 and 21 hours/week during the hours of 8:30 a.m. and 5:30 p.m.

Eligibility

College degree, with a preference for some coursework in art history and/or library science. Familiarity with OCLC Connexion and a library services platform such as III Millennium or Sierra is desired. Reading knowledge of French and/or German will be helpful but is not required. The successful candidate will have an ability to work as part of a team and have attention to detail. Foreign nationals must have eligibility to participate in unpaid internship/volunteer placements in the U.S. Applicants are responsible for their own housing and travel arrangements.

Application Process:

All internship applications must be submitted via e-mail to Head of Acquisitions at volunteer@frick.org, as follows:

Email Subject Line: "Volunteer/Intern, Library Collections"

Submit PDF of cover letter and résumé.

Include the following in your cover letter

- Your reasons for applying for the volunteer/internship position
- Your preferred dates and hours of availability
- The names, professional affiliations, telephone numbers, and email addresses of two references.

No phone calls, please.

Head of Acquisitions
volunteer@frick.org
The Frick Art Reference Library
10 East 70th St.
New York, NY 10021

For more information

Please revisit our internships page at <http://www.frick.org/careers/internships>.

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Equal Employment Opportunity has been, and will continue to be, a fundamental principal at The Collection, where selection for employment/intern/volunteer opportunities 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/internship/volunteerism, including, but not limited to, hiring/selection, 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/internship/volunteer placement.