OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Development Assistant
Organization Name	Frye Art Museum
Address	704 Terry Ave Seattle, WA 98104
Pay Rate	$10 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kate Godman
Phone Number	
Email Address	development@fryemuseum.org
Website	
EIN	91-0659435

Nature of Organization

The Frye Art Museum is a free public art museum located in Seattle's First Hill neighborhood, that is committed to artistic inquiry and a rich visitor experience.
www.fryemuseum.org

Duties and Responsibilities

• Assembling and mailing annual fund campaigns
• Entering data
• Researching grant and donor prospects
• Assisting with donor and membership events
• Assisting with ticketing for events and classes
• Greeting visitors and providing information
• Performing other duties as assigned

Minimum Qualifications

• Excellent computer and research skills
• Strong attention to detail
• Excellent writing and communications skills
• Strong organizational and administrative skills
• Ability to work independently and as part of a team
• Interest in art and museums
• Work study eligibility for 2012-2013 academic year

Educational Benefits
The work study position is responsible for a variety of duties in the areas of fundraising and events. This position offers breadth in these areas as well as depth on a project basis and long-range basis alongside a very collaborative professional staff. This is a great opportunity to gain experience in a museum environment.
How to Apply
Email cover letter, resume, and one short writing sample to development@fryemuseum.org

Job Number: 70FAMU01 | 70% | Closed