

## Work Study Job Description

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

### 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](mailto:development@fryemuseum.org)

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Job Number: 70FAMU01 | Category: Arts & Media | Program: | Reimbursement Rate: 70%