

Work Study Job Description

Job Title	Development Assistant
Organization Name	Frye Art Museum
Job Location	First Hill, Seattle
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	

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 | Category: Arts & Media | Program: | Reimbursement Rate: 70%