



FRAME, North America Internship Program:

As part of its core mission to promote education and cultural understanding, FRAME offers internships to provide practical and professional experience to students and recent graduates in the context of a dynamic, international non-profit arts organization. Internships are available to work with the Director's Office in Los Angeles, CA and Development Office in San Francisco. Much of FRAME's work is done with colleagues in FRAME museums nationally and internationally and with the FRAME office in Paris, so some internships do not require residency in a particular city. Internships are available by application only, are unpaid, and available for academic credit contingent on requirements of the students' university or college. FRAME internships are not available in the FRAME-France office nor do they imply affiliation with any FRAME museums. FRAME accepts applications from international students, though students must obtain the required documentation and permissions to live and work in the U.S. Some FRAME member museums also offer internships, which can be explored on their institutional websites.

Training:

- Leadership and strategic planning in a highly collaborative environment
- Experience in fundraising strategy and implementation
- Exhibition development and implementation
- Administration and budgeting
- Public Relations and Marketing
- Franco-American community relations
- Website research, content development, design, and editing
- Minutes and reports for formal meetings (two per year)
- Facilitate tele-conferences and virtual meetings for FRAME members
- Collaboration and communication with member museums in North America and France
- Collaborate with FRAME's Education and Communication Teams

Responsibilities:

- Support the activities and report to the Director or Director of Development
- Tasks include: preparing documents for internal and external presentations to FRAME museums, stakeholders, and members; research, content and editing for the website (no programming skills required); communication with museum partners; attending Development (fundraising) events; general support of the varied activities related to FRAME supported events; public relations support and grant writing support.

Hours: full-time or part-time for terms of 3 months, 6 months, 9 months or 12 months, renewable by application.

Requirements and Qualifications:

Internship candidates must be enrolled as undergraduate or graduate students with a

concentration in the History of Art (or a related field such as History, English, French, Political Science, Economics, International Relations, Museum Studies), Arts Administration, Communications or a field of study with a demonstrated connection to FRAME's core mission and activities. Recent graduates (within two years of degree completion) may apply.

Intern must have familiarity with French language and culture and the ability to speak and read French is desired, fluency in French is ideal. Fluency in written and spoken English and French is required. Facility with word processing, excel, and related programs is a must. Excellent written and verbal communication, attention to detail, ability to organize multiple tasks, a collaborative and committed work-ethic are also expected.

Application:

FRAME internships are competitive and applications are subject to review. For further information, contact FRAME at info@framemuseums.org

Applicants must complete the application form, which includes a statement of purpose essay. It also requires recent transcripts, and the names of 3 professional or academic references. After an initial review, prospective candidates will be asked to submit 3 letters of recommendation. Finalists will be invited to a phone interview, and an in-person interview if warranted. Internship applications will be reviewed as received.