

## National Portrait Gallery | Smithsonian Institution Office of Development

### Responsibilities and Duties:

The National Portrait Gallery's Office of Development currently seeks an intern for the spring semester. The Office of Development is responsible for raising private support for the National Portrait Gallery's acquisitions, education programs, exhibitions, publications, research and special events. The office works locally and nationally with individuals, foundations, corporations and government sources to accomplish its goal. The successful candidate will work on research and fundraising for upcoming exhibitions, including *Dancing the Dream*, *American Cool*, and *Face Value: Portraiture in the Age of Abstraction*, as well as the Presidents' Circle, and general operating support.

The Development intern will have the opportunity to work with a range of departments, including curatorial, education, and special events, assisting the Office of Development with a variety of administrative and research duties, including researching prospective corporate sponsors, foundations and individuals online; developing strategies and writing proposals for various projects; maintaining databases to ensure mailing lists and special events guest lists are kept up-to-date; researching and developing invitation lists and maintaining control of invitation issuance and responses; and preparing and managing the assembly of fundraising materials, including case statements, press releases, photographs and fact sheets. Interns are given the opportunity to volunteer at exhibition openings, portrait presentations and donor cultivation events.

This internship provides an excellent opportunity to gain experience in a fast-paced work environment at a prestigious museum, and will prepare the intern for a career in the arts, museums or nonprofits. The internship schedule is flexible, but a minimum of three days per week is required with the occasional opportunity to help at evening events.

### Qualifications:

The intern should be detail-oriented, have an interest in research and possess strong writing and critical thinking skills. Interns must be able to communicate in a professional, effective manner with prospective and current donors, commission members, museum visitors and fellow staff members. An interest in history and the visual arts is preferred. Knowledge of Microsoft Suite is required.

### Terms/Hours:

All terms: Spring (minimum of three months)  
Full time (40 hours/week)  
Part time (24 hours/week)

## To Apply:

Interested applicants should submit the following to Sarah Guseman at [GusemanS@si.edu](mailto:GusemanS@si.edu) by **January 31, 2013**:

- Resume
- Academic transcripts (unofficial are acceptable)
- Cover letter (not to exceed two pages)
- Two letters of reference

## Questions?

### Contact:

Sarah Guseman  
Advancement Assistant  
(202) 633-0033  
[GusemanS@si.edu](mailto:GusemanS@si.edu)