

## **AMERICAN ACADEMY IN ROME: Development Intern**

The American Academy in Rome ([www.aarome.org](http://www.aarome.org)), the oldest American overseas center for advanced research and practice in the arts and humanities, seeks an advanced undergraduate or graduate intern for its Development office in New York City this summer. Duties include:

- Assist with the preparation of reports and proposals
- Prospect research on individual and institutional donors
- Data analysis including generating reports and presentations
- Various administrative tasks

This is an excellent opportunity for students interested in arts, education, or nonprofit administration to learn about Development processes and to gain hands-on experience working in a fast-paced office that operates at the highest level of excellence. The position is unpaid. Please submit a resume with cover letter to [jobs@aarome.org](mailto:jobs@aarome.org).

Qualification: Individual must be extremely detail-oriented with excellent written and oral communication skills, computer skills, and capable of maintaining a high degree of confidentiality.

Duration: Summer (May - August, dates flexible), 2-3 days per week (approx. 14–21 hours per week).

### **About the American Academy in Rome**

The American Academy in Rome is the oldest overseas American center for independent study and advanced research in the arts and humanities. For over a century, the Academy, which is privately endowed and supported, has sustained its commitment and to providing an inspiring environment to artists and scholars across a broad spectrum of disciplines. Its mission is to nourish individual artistic and intellectual endeavors and foster interdisciplinary and international exchange. At the core of the Academy's mission is the Rome Prize, which it awards annually to about 30 artists and scholars, carefully selected by juries of distinguished peers through a national competition that begins in the fall of each year. The winners, announced in the spring, are invited to Rome to pursue their work in an atmosphere conducive to intellectual and artistic freedom, interdisciplinary exchange, and innovation.

Website: [www.aarome.org](http://www.aarome.org)

American Academy in Rome is an equal opportunity employer.