

Job Announcement

Curatorial Intern (Registrar/Collection Management)

Position Summary

The Curatorial Intern will assist NMWA Registrars with the long-term project of digitizing and organizing collection accession files, art object files, and other departmental documentation. The intern will also observe and/or assist with day-to-day activities including attending meetings, art deinstallations and installations, and art deliveries. The Curatorial Intern will gain hands-on experience in art registration and collections management, receive mentorship from experienced professionals in the field, gain insight into the inner workings of a cultural institution and its role in preserving artistic heritage, and have opportunities for networking and professional development within the arts community. This position is part-time, 16-20 hours per week, and reports to the Assistant Registrar.

Responsibilities

Functions may include, but are not limited to:

- Organizing and digitizing artwork accession and object files.
- Uploading files to Curatorial SharePoint page.
- Assisting in archiving institutional files.
- Assisting in day-to-day activities and tasks.

Qualifications

The successful candidate will demonstrate the following skills/experience:

- Applicants must have completed their sophomore year of undergraduate study (or higher) or two-years' worth of work experience after high school.
- Passion for the arts and a desire to learn about art registration and collections management.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office suite and experience with database management software is a plus.
- Excellent written and verbal communication skills.
- Ability to work independently as well as part of a team.
- Prior experience or coursework in art handling, cataloging, or collections management is preferred but not required.

Compensation

NMWA Interns will be paid \$17.50 per hour.

How to Apply

Please apply through NMWA's online job application at this link:

<https://jobs.localjobnetwork.com/j/78237692>. You **do not need to provide a cover letter**, instead please insert a two page writing sample of your choice. If you are currently a student, please email your unofficial transcript in PDF format to internship@nmwa.org. To request accommodations in the application or hiring process, please notify NMWA's internship coordinator at internship@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.

The National Museum of Women in the Arts is the first museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.