

Job Announcement

Public Programs Intern

Position Summary

The Public Programs department seeks a motivated and detail-oriented intern to support the Women, Arts, and Social Change (WASC) initiative. The WASC initiative brings together women and gender expansive artists, activists, and thought leaders to explore the intersections of gender, art, and social justice. This intern will play a crucial role in supporting the development, execution, and evaluation of public programs, with a special emphasis on NMWA Nights, our exciting new late-night program series. The Public Programs Intern will assist in the planning and production of various WASC programs, including Fresh Talks, Creative's Keynote events, and NMWA Nights. Tasks may include coordinating logistics, communicating with speakers and participants, helping with event setup and breakdown, designing surveys, and analyzing results for better audience engagement. This position is part time, 20 hours per week, up to 240 total hours. This position reports to the Director of Public programs. The spring internship term runs from February to May 2025, with flexible start and end dates.

Responsibilities

Functions may include, but are not limited to:

- Assist in the planning and production of various WASC programs, including Fresh Talks, Creative's Keynote events, and NMWA Nights. Tasks may include coordinating logistics, communicating with speakers and participants, and helping with event setup and breakdown.
- Conduct research on potential speakers, topics, and themes for upcoming programs. Assist in creating promotional content, program descriptions, and other materials.
- Support the development of strategies to engage diverse audiences, particularly for NMWA Nights. This may include assisting with social media outreach, designing surveys, and analyzing audience feedback.
- Provide general administrative support for the WASC team, including scheduling meetings, maintaining program records, and managing correspondence.
- Assist in the collection and analysis of data from WASC programs to assess their impact and inform future programming decisions.
- Attend WASC events to assist with program delivery, interact with attendees, and ensure a smooth and engaging experience for participants.
- Write blog posts to highlight recent events.

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.
- Strong interest in gender equity, the arts, and social change.

- Excellent organizational skills and attention to detail.
- Ability to work both independently and as part of a team.
- Experience with event planning or program coordination is a plus.
- Proficiency in Microsoft Office Suite and familiarity with social media platforms.
- Ability to work flexible hours, including evenings, as needed for NMWA Nights events.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

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/80857102>. 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.