

Job Announcement

Education Intern

Position Summary

The Education Intern will work with NMWA staff to support education initiatives. The Education Department offers interpretive programs and resources for audiences of all ages—including gallery talks, hands-on workshops, exhibition and collection tours, and See for Yourself interpretive cards and blog content—as well as school and teacher programs—including school outreach, field trips, teacher professional development workshops, and intensive institutes. This position is part time, 20 hours per week, up to 240 total hours. This position reports to the Senior Educator and the Associate Educator. The summer internship term runs from June to August 2025, with flexible start and end dates.

Responsibilities

Functions may include, but are not limited to:

- Support the preparation and maintenance of programs and materials related to the museum's collection and special exhibitions.
- Support Education Department staff in the development and implementation of volunteer programs and training.
- Draft at least one See for Yourself interpretive card.
- Contribute at least one educational blog post to NMWA's Broad Strokes blog.
- Assist with and teach during the onsite and online summer teacher professional development programs.
- Shadow museum tours to learn more about the museum's collection, exhibitions, and mission.
- Perform general departmental tasks, such as preparation of program and education materials, research, and correspondence.
- Regardless of part- or full-time status, be available to be on site Monday, July 7-Friday, July 11, 8:45 a.m.-4:45 p.m. daily, as well as to be available online Monday, July 21-Friday, July 25, 9 a.m.-12 p.m. daily.

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 organizational and computer skills
- Excellent written and verbal communication skills
- Attention to detail

- Excitement for learning from others and from objects as well as for engaging with museum visitors (customers)
- Ability to work collaboratively and independently, as well as to request support or assistance as needed
- Pursuing an undergraduate or graduate degree or interest in art education, art history, museum education, museum studies, or related field

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/82598404>. **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 to internship@nmwa.org. All supplemental documents must be in PDF format and labeled with the applicants last name, first name, and name of the document. 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.