

Job Announcement

Advancement Intern

Position Summary

The Advancement Intern will work with the National and International Outreach staff. The intern will be expected to work on an extended research project in support of the upcoming 20th Anniversary of NMWA's Women to Watch program. Presented at NMWA every few years, Women to Watch (WTW) is an exhibition program that features underrepresented and emerging women artists from the national and international regions where NMWA has outreach committees: volunteer groups dedicated to advancing the mission of NMWA in their respective states, regions, cities, or countries. The program is designed to increase the visibility of, and critical response to, promising women artists.

In anticipation of the 20th Anniversary of Women to Watch, the intern will develop a database of all artists nominated over the past 8 exhibitions. This project will include researching and standardizing updated biographical information of artists, including obtaining permission to use certain images as needed. This position is part-time, 20 hours per week, up to 240 total hours. This position reports to the Senior Development Officer for National & International Outreach. The fall internship term runs from September to December 2025, with flexible start and end dates.

Responsibilities

Functions may include, but are not limited to:

- Communicating with national and international committee leaders to confirm historical records of nominated artists.
- Developing and populating a shareable database of artists associated with the Women to Watch exhibitions.
- Drafting artist bios.
- Identifying stories of interest.
- Write blog posts or other content to highlight impact of Women to Watch.

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.
- Background in journalism or communications preferred.
- Very strong research, organizational skills, and attention to detail
- Excellent written and verbal communication skills
- Excellent computer skills and comfort in learning new computer programs and databases
- Strong customer service skills with professional, friendly, and positive demeanor

- Ability to work independently and as part of a team

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://recruiting.paylocity.com/recruiting/jobs/Details/3271341/THE-NATIONAL-MUSEUM-OF-WOMEN-IN-THE-ARTS/Advancement-Intern>. **You do not need to provide a cover letter**, instead please upload a two-page writing sample of your choice. If you are currently a student, please upload your unofficial transcript. All supplemental documents must be in PDF format and labeled with the applicant's 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.