

# Job Announcement

## Communications Intern

### Position Summary

The Communications internship will incorporate an introduction to the art world media landscape and best practices within the communications field, with specific work around the research and cultivation of new outlets and writers. The intern will develop skills for working in the communications field, be introduced to press contacts in DC, and receive communications career development tailored to the individual intern. NMWA has a diverse range of audiences and types of programs, and its media outreach should likewise reflect the broad potential for building stories around the institution; women, non-binary, and trans artists; gender inequality in the arts; and related programming. Likewise, the media landscape is continually evolving, which demands a responsive communications approach. This internship would be focused on the expansion of media outlets and individual journalist contacts. This position is part time 20 hours per week, up to 240 total hours. This position reports to the Chief Strategist, Communications and Marketing. The spring internship term runs from January to May 2026, with flexible start and end dates.

### Responsibilities

Functions may include, but are not limited to:

- Assist the Communications and Marketing department with the research, cultivation, and development of relationships to new media outlets and journalists.
- Develop a specific focus for the term of the internship in relation to museum programming (such as a month-long series of programs related to Women's History Month in March, the year-long cross-city tourism initiative DC250, and a three new temporary exhibition opening in Spring 2026), and/or to the individual interest and background or career goals of the intern.
- Learn to use Cision, a common communications field database management system.
- Draft individual pitches for target media outlets.
- Practice and employ direct outreach about the museum to journalists.
- Experience prep-for and shadow staff at a Press Preview (February 2026), a Press Tour (May 2026), as well as significant individual engagement with journalists covering programs, touring shows, and conducting interviews.

### Qualifications

The successful candidate will demonstrate the following skills/experience:

- Applicants must reside in the District of Columbia, Maryland, or Virginia and must be legally eligible to work in the U.S. without visa sponsorship by NMWA.

- Applicants must have completed their sophomore year of undergraduate study (or higher) or two-years' worth of work experience after high school.
- Curiosity about the art world and the media industry
- Strong writing ability, persuasive language skills
- Strong organizational skills
- Fluency in Spanish is preferred, though fluency in any language in addition to English is appreciated
- Experience working with a school or community newspaper, blog, or other media outlet is appreciated
- Experience volunteering or working within cultural organizations and/or within the communications field is appreciated
- Given a related upcoming exhibition, experience with Indigenous or Native American traditions is preferred

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 \$17.95 per hour.

## How to Apply

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

<https://recruiting.paylocity.com/recruiting/jobs/Details/3556391/THE-NATIONAL-MUSEUM-OF-WOMEN-IN-THE-ARTS/Marketing-and-Communications-Intern>. **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 upload your unofficial transcript in PDF format. 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](mailto: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.