NATIONAL
MUSEUM
OF WOMEN
IN THE ARTS

1250 New York Avenue, NW
Washington, DC 20005
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nmwa.org

Job Announcement

Digital Engagement Intern

Position Summary

The Digital Engagement Intern will work with NMWA's Digital Engagement Department staff to support digital initiatives with a focus on outreach and social media. The intern will learn skills utilizing online platforms, how to incorporate digital accessibility on social media, image rights protocols, and content creation/writing. This internship is appropriate for individuals seeking to gain experience in digital content and engaging museum audiences online. This position is part time, 20 hours per week, up to 240 hours total, with a hybrid work schedule. This position reports to the Digital Outreach and Social Media Specialist. The summer internship term runs from June through August 2026 with flexible start and end dates.

Responsibilities

Functions may include, but are not limited to:

- Assist Digital Engagement staff to draft social media content including drafting text and selecting images.
- Write alt text and image descriptions to support ongoing accessibility efforts.
- Provide support for the museum's ongoing #5WomenArtists campaign, including content creation, research, and participant outreach.
- Use online platforms like Canva to create graphics for social media.
- Research current best practices for museum social media.
- Research organizations for possible collaborations.
- Help secure image rights for collection works.

Qualifications

The successful candidate will demonstrate the following skills/experience:

- Applicants must reside in the District of Columbia, Maryland, or Virgina 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.
- Strong organizational and computer skills
- Familiarity with major social media platforms: Facebook, Instagram, TikTok, and Twitter
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Experience with Microsoft Office, Canva, and/or video a plus

- Pursuing or have pursued an undergraduate or graduate degree in art history, art education, museum education, museum studies, studio art, 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 $18.40 per hour.

How to Apply

Please apply through NMWA's online job application at this link: https://recruiting.paylocity.com/recruiting/jobs/Details/3912594/THE-NATIONAL-MUSEUM-OF-WOMEN-IN-THE-ARTS/Digital-Engagement-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 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.

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.