

Job Announcement

Brand & Marketing Communications Intern

Position Summary

The Brand & Marketing Communications internship provides hands-on experience at the intersection of brand, marketing, communications, earned media, and partnerships within a leading cultural institution. This internship introduces students and emerging professionals to how brand strategy and storytelling inform audience development, media outreach, exhibitions, public programs, events, and development priorities. Interns will gain insight into how a museum's brand is expressed consistently across press, partnerships, campaigns, and public-facing initiatives and how that coherence supports visibility, attendance, and long-term engagement.

Reporting to the Marketing & Communications Team Leader, the intern will have the opportunity to take part in day-to-day communications and partnership activities, providing an enriched experience addressing concepts across the communications field. This position is part-time, 20 hours per week, up to 240 total hours. The fall internship term runs from September to December 2026, with flexible end dates.

Responsibilities

Brand & Communications

- Assist with messaging preparation and content coordination related to exhibitions and programs
- Help maintain brand consistency across press materials and campaign documents
- Contribute to communications calendars and asset organization

Media Relations & Outreach

- Support traditional media outreach preparation and pitch development
- Learn and use Cision and other communications tracking tools
- Assist with preparation for press previews and media-facing events

Partnership Development

- Support research on potential institutional partners and community collaborators
- Assist with partner outreach tied to exhibitions and public programs

Performance Tracking

- Help track outreach activities, media placements, and partnership engagement
- Contribute to reporting that assesses communications impact

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.
- Previous internship or work experience in arts, culture, communications, journalism, or related fields strongly preferred.
- Strong research and analytical skills with the ability to identify trends and synthesize complex information.
- Excellent writing skills and an interest in strategic thinking and persuasive communication.
- Curiosity about how media platforms are evolving and how audiences discover content.
- Strong organizational skills and the ability to manage an independent project alongside collaborative tasks.
- Active engagement with diverse media formats (podcasts, newsletters, social media, traditional publications).
- Genuine curiosity about the art world, arts administration, and how media and storytelling shape culture.
- Fluency in a language other than English is a plus and warmly welcomed.
- Experience with media analysis, trend research, or communications strategy is helpful but not required.

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/Apply/4157604/THE-NATIONAL-MUSEUM-OF-WOMEN-IN-THE-ARTS/Brand-Marketing-Communications>. **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.

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.