

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**, as well as support the museum's **2027 National and International Outreach Committees Conference (April 14-15, 2027)**.

Presented at NMWA every few years, Women to Watch (WTW) is an exhibition program that features underrepresented women and nonbinary 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, artists of marginalized genders at a pivotal point in their careers. Presented at NMWA every few years, 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 WTW, the intern will collect and synthesize information about the artists selected to participate in the past 8 WTW exhibitions by contributing to a database of WTW artist information, researching and drafting artist biographies, and collecting interview responses from WTW artists and WTW program stakeholders. Intern will also support the execution of the museum's next Committee Conference, which convenes representatives from its global advocacy network at the museum every few years, in conjunction with the opening of a WTW exhibition. Intern must be available to assist NMWA staff on-site at the museum for the National and International Committee Conference on Wednesday, April 14, and Thursday, April 15, 2027.

This position is part-time, 20 hours per week, up to 240 total hours. This position reports to the Manager of Constituent Engagement. The spring internship term runs from February to May 2027, with flexible start and end dates.

Responsibilities

Functions may include, but are not limited to:

- Developing, populating, and streamlining an internal database of artists selected to participate in Women to Watch over the years of the program.
- Conducting self-directed research to draft biographies on artists, with emphasis on accomplishments since artists' participation in WTW.
- Identifying stories of interest that highlight the impact of Women to Watch.

- Communicating with artists and program stakeholders to conduct/collect interview responses
- Obtaining permission to use certain images as needed.
- Supporting the museum's 2027 National and International Committee Conference, held at the museum on April 14 and 15, 2027. Support may include assisting with material production and other preparation tasks leading up to the conference, supporting RSVPs and/or event check-in, and providing day-of program support alongside NMWA staff.

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.
- Very strong research, organizational skills, and attention to detail.
- Excellent written and verbal communication skills.
- Excellent digital skills and proficiency.
- Strong customer service skills with professional, friendly, and positive demeanor. Experience with public programming or eventing a plus.
- 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 \$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/4494966/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, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. 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.