

Job Announcement

Human Resources Intern

Position Summary

The Human Resources Intern will provide project and administrative support to the Human Resources department, with a primary focus on HR records management, file organization, and electronic document maintenance. This internship will provide hands-on experience with the organization and maintenance of confidential HR records and electronic resources in a professional museum environment. The intern will work closely with members of the Human Resources department specifically the HR and Payroll Manager, and receive guidance and feedback while completing assigned projects. This position is part-time, 20 hours per week, up to 240 total hours. The specific work schedule will be established in coordination with the Human Resources and Payroll Manager and the intern. This position reports to the HR and Payroll Manager. 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:

- Assist with organizing, filing, and maintaining HR records and personnel documentation.
- Assist with reviewing and organizing HR electronic files and folders.
- Update and organize HR documents and resources maintained in SharePoint.
- Assist with converting and organizing paper HR records into electronic files, as appropriate.
- Provide project support for other HR departmental initiatives as assigned.

Learning Opportunities

Through this internship, the intern will have the opportunity to develop practical experience in:

- Human Resources records management and organization.
- Electronic document and file management.
- Using SharePoint to maintain and organize departmental information.
- Handling confidential workplace information with appropriate care and discretion.
- Managing assigned projects, priorities, and deadlines in a professional work environment.
- Understanding the administrative functions that support the day-to-day operations of a Human Resources department.

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.
- Current student with an interest in Human Resources, Business Administration, or a related area.
- Strong organizational skills and attention to detail.
- Comfortable working with electronic documents, files, and basic computer applications.
- Ability to follow instructions and established procedures.
- Ability to handle confidential and sensitive information appropriately.
- Willingness to learn and ask questions when clarification is needed.

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/4494867/THE-NATIONAL-MUSEUM-OF-WOMEN-IN-THE-ARTS/Human-Resources-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, 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.