



## Visual Arts and Museum Affairs Intern

The Woman's National Democratic Club is looking for an intern to assist the Visual Arts and Museum Affairs Committee with a variety of tasks in advance of our 100<sup>th</sup> anniversary in 2022. The WNDC collection contains a wide range of objects from paintings and prints to decorative arts and historical documents, housed within the historic Whittemore House in Dupont Circle.

The internship, under the supervision of the VAMA Assistant Claire Sandberg, will provide a wide range of opportunities, such as experience in collection management and exhibition installation. Possible responsibilities include;

- Assisting with inventory and storage of museum collection
- Researching historic objects
- Creating social media posts to highlight works in the collection
- Assisting with the installation of art
- Photograph collection
- Writing blog posts about objects in collection for WNDC website

The internship is unpaid and would work 2-3 days a week, at least one day a week on-site in for 6-8 weeks (length flexible). The internship schedule will be established based on our needs and the intern's availability.

### Qualifications:

- A current or recent undergrad or graduate student
- Lives in the Washington DC area and is comfortable working on-site
- A background in art and/or art history
  - Experience in researching and art handling a plus
- Self-sufficient, detail oriented, and strong communication skills

Send your resume and cover letter to Claire Sandberg at [vama@democraticwoman.org](mailto:vama@democraticwoman.org).