



## **Internship Opportunity: Exhibition Sales & Marketing Intern**

### **About International Arts & Artists:**

International Arts & Artists (IA&A) is a Washington, DC-based nonprofit dedicated to creating a more connected world by developing and sharing innovative arts programming that transcends borders, sparks dialogue, and celebrates cultural perspectives. Since its founding in 1995, IA&A has developed and circulated over 800 traveling exhibitions across all 50 states and 24 countries, fostering global dialogue and appreciation for diverse artistic traditions.

### **Internship Overview:**

IA&A is seeking an Exhibition Sales & Marketing Intern to support its Traveling Exhibition Service (TES) Sales Team. This internship offers hands-on experience supporting sales operations, venue research, and marketing communications related to touring museum exhibitions. This role is educational in nature and offers exposure to how exhibitions are marketed, sold, and promoted to museums and cultural institutions.

This is an in-person internship based in our Washington, DC office.

### **Key Responsibilities:**

- **Sales & CRM Support:**
  - Assist in managing and updating our CRM system (Monday.com) for museum and cultural venue contacts
  - Research museums and cultural venues to identify programming focus, exhibition genres, and institutional priorities
  - Use AI tools and online research methods to identify museums and venues missing from our database
  - Support the sales team in identifying high-potential venues for traveling exhibition tours
  - Assist with outbound communications to museum professionals and venue partners
  - Occasionally sit in on sales meetings to observe exhibition sales strategy and tour planning
- **Marketing & Communications Support:**
  - Support content preparation for marketing and communications campaigns related to museum exhibitions
  - Assist in creating marketing materials using tools such as Canva
  - Help prepare and distribute marketing packages, including exhibition prospectuses and catalogues

- Occasionally attend communications meetings to gain insight into exhibition marketing and messaging

### **Qualifications:**

- Currently pursuing or recently completed a Bachelors degree in arts administration, museum studies, art history, nonprofit management, or a related field
- Strong interest in art museums, exhibitions, and cultural institutions
- Comfortable conducting research and working with digital tools and databases
- Familiarity with Canva or similar design tools is a plus
- Highly organized, detail-oriented, and eager to learn
- Strong written and verbal communication skills

### **Internship Details:**

- Location: 9 Hillyer Court, NW, Washington, DC 20008 (Dupont Circle area)
- Hours: Flexible, with a commitment of 10–15 hours per week
- Compensation: Unpaid (academic credit available if applicable)
- Duration: Summer – Indefinite (exact dates flexible)

### **How to Apply:**

Interested candidates should submit a resume and cover letter outlining their interest and qualifications to [travelingexhibitions@artsandartists.org](mailto:travelingexhibitions@artsandartists.org) with the subject line "Exhibition Sales & Marketing Internship Application—[Your Name]." Applications will be reviewed on a rolling basis.