



## **Internship Opportunity: TES Project Management 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 a Project Management Intern to support its Traveling Exhibition Service (TES) Department. This internship offers hands-on experience in the nonprofit arts sector, focusing on exhibition operations, digital archiving, and content management. The intern will assist in general operations, organizing exhibition files, and maintaining digital records. This is an excellent opportunity for undergraduate students or recent graduates interested in arts administration, museum studies, and exhibition management.

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

### **Key Responsibilities:**

- Digital Archiving & Organization:
  - Digitize catalogs and maintain organized digital records.
  - Remove paper files that have already been digitized.
  - Cross-reference all catalogs with WorldCat to ensure proper entries.
  - Create a list of books for donation to the Library of Congress (LOC) and National Gallery of Art (NGA) Library.
  - Manage catalog sales.
- Content Management:
  - Assist with website updates and ensure information is current.
  - Support content management efforts across digital platforms.
  - Update historical TES information on Monday.com
  - Assist Exhibition Project Manager with current exhibition status updates on Monday.com
- Project & Gallery Support:
  - Familiarize yourself with our diverse catalog of traveling exhibitions and identify key themes to identify grant and funding opportunities.
  - Assist with administrative tasks related to ongoing projects.

- Provide support in Hillyer Gallery, helping with events, organization, and exhibitions as needed.

#### **Qualifications:**

- Currently pursuing or recently completed a Bachelors degree in arts administration, museum studies, art history, nonprofit management, or a related field.
- Highly organized with strong attention to detail.
- Ability to work independently and collaboratively in a team setting.
- Proficiency with Google Drive and other Google Workspace tools.
- Familiarity with Monday.com is a plus.
- Interest in art history and contemporary art is a plus.

#### **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 "TES Project Management Internship Application—[Your Name]." Applications will be reviewed on a rolling basis.