

Programming Internship
Loudoun Museum
Leesburg, Virginia

Title: Programming Intern

Intern will have the opportunity to participate in a variety of activities, gaining hands-on experience and knowledge in a museum setting. Experience in a museum is not required, but candidate must have strong desire to learn.

Responsibilities:

Perform data entry, filing, and assist with tracking and organizing programming inventory

Assist with production of fliers, social media posts, and other marketing duties

Assist with program development, activities, and events

Perform other duties as assigned by the Program Director

Assist Museum Director, Collections Manager, and Visitor and Member Services Coordinator with other projects, as needed

Requirements:

Highly organized and detail oriented

Willingness to learn and practice museum standards

Ability to work as part of a team and independently

Proficient in Microsoft Excel

Ability to stand or sit for long periods of time; lift/move 40 pounds

Flexibility and an ability to independently problem solve

Respectful interaction and an ability to meaningfully engage with diverse populations

To apply:

Send Resume/Cover Letter to lcooper@loudounmuseum.org