

The Lillian and Albert Small Capital Jewish Museum
Communications Internship
Fall 2026

INTERNSHIP DESCRIPTION

The Communications Intern supports the creation and dissemination of information on behalf of the Museum. They report to the Senior Manager of Marketing to help with the Museum's communications efforts, engaging with multiple departments across the institution to represent and promote the full story of the Capital Jewish Museum.

In this collaborative, entry-level role, you will get a chance to learn important skills and gain professional experience in messaging and branding, digital marketing, and audience development.

The ideal intern candidate has:

- Good communications skills: written and/or creative
- Knowledge of social media platforms and practices
- An enthusiasm for connecting museums and their audiences

KEY RESPONSIBILITIES

Develop communications and marketing content for the Museum through the following:

- **Messaging:** Help translate complex Museum initiatives, programs, and exhibitions into compelling copy.
- **Graphics and Branding:** Help translate the Museum's mission into succinct and visually engaging design.
- **Social Media:** Draft, edit, and schedule social media content, including text, images, and video. Monitor social media engagement. Support metrics tracking and evaluation to inform projects. Conduct research on prospective influencers and accounts to expand our reach. Help manage content calendars and assist the editing and updating of content across all digital platforms.
- **Communications Planning:** Draft communications and marketing plans spanning earned, owned, and paid media. Create press lists and provide support for exhibition and program outreach.
- **Administrative Tasks as Needed:** Help maintain contact lists, departmental manual, image galleries, museum style guide, mailings etc.

PREFERRED QUALIFICATIONS

- Excellent written and verbal communication skills
- Strong graphic design skills
- Video editing experience a plus
- Experience with one or more social media channels
- Passionate about local history and/or Jewish culture and/or museums
- Familiar with DC history and the cultural landscape
- Currently enrolled in or recently graduated from a program in communications, visual arts/graphic design, history, museum studies, Jewish studies or a related field

DURATION

The internship will be for the Fall semester, September-December 2026. This is an **in-person** internship totaling 200 hours. Hybrid options are also possible, but some in-person hours are required.

COMPENSATION

The stipend for this internship is \$2,200. College/University credit is also possible; interns will coordinate that with their departments.

■■■■ LILLIAN AND ALBERT SMALL CAPITAL JEWISH MUSEUM

SUPERVISOR

Clara de Pablo

Senior Manager of Marketing

To apply please submit a resumé and cover letter as one PDF document to hsilberg@capitaljewishmuseum.org with the name of the internship (Communications) in the subject line. The deadline to apply is Monday, August 3rd.