



<https://www.futureinterne.online/job/smithsonian-internship/>

## Smithsonian Internship Graduate Office Opportunities 2025

### Description

The Smithsonian Internship Graduate Office Opportunities for 2025 offers recent graduates the opportunity to work within the Smithsonian Institution, contributing to a variety of critical functions that support the mission of research, education, and preservation. Interns will collaborate with Smithsonian staff to gain valuable hands-on experience, contribute to ongoing projects, and build professional networks within the world's largest museum and research complex.

### Responsibilities

- Assist in research and analysis in various Smithsonian departments (e.g., collections, education, public programs, administration).
- Participate in the development and execution of projects, events, and exhibits aligned with the Smithsonian's initiatives.
- Support curatorial, conservation, and education teams with administrative tasks, data management, and organizational duties.
- Engage with staff and external stakeholders in coordinating and communicating key information.
- Attend and contribute to team meetings, offering insights on current initiatives or developing areas of interest.
- Prepare written reports, presentations, and other materials for internal and external purposes.
- Complete a project or research paper during the internship period, showcasing learning and professional development.
- Provide logistical support during events, exhibitions, or public programs as needed.
- Assist in digital media, communications, and public outreach efforts for the Smithsonian's programs.

### Qualifications

- Recent graduate with a Master's or higher degree in a relevant field, such as museum studies, history, anthropology, art history, business administration, communications, public administration, or any other related discipline.
- Must have completed graduation within the last two years (i.e., 2023-2025).
- Applicants from all academic backgrounds are welcome, as various departments offer specialized opportunities.
- Applicants must demonstrate an interest in museums, research, cultural heritage, or related fields.

### Experience

- Previous internship, volunteer, or academic project experience in a museum, cultural institution, nonprofit organization, research, or education setting is preferred.
- Experience in project management, research, or team collaboration will be an asset.

### Hiring organization

Smithsonian Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Museums, Historical Sites, and Zoos

### Job Location

Washington, D.C., United States, 20001,, Washington,, D.C.,, United States,

### Working Hours

8

### Base Salary

10

### Date posted

January 5, 2025

### Valid through

07.01.2026

- Familiarity with various research tools, academic software, or museum database systems is beneficial.

## **Skills**

- Strong research, analytical, and problem-solving skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Strong attention to detail and organizational skills.
- Creative thinking and a passion for cultural preservation and education.
- Adaptability to work in a dynamic environment and handle a variety of assignments

## **Job Benefits**

- Paid internship opportunities with competitive compensation.
- Access to Smithsonian's rich resources, including vast collections, research libraries, and museums.
- Mentorship from experienced professionals across various departments.
- Networking opportunities with Smithsonian staff, interns, and fellows.
- Professional development workshops, seminars, and access to a community of like-minded individuals.
- Exposure to career paths in museums, education, public programs, and cultural preservation.
- Travel and relocation stipends may be provided based on availability and funding.

## **How To Apply**

Interested candidates are required to submit the following documents through the official Smithsonian Internship portal:

1. Current resume/CV detailing relevant education and experience.
2. A cover letter outlining your interest in the internship, relevant skills, and why you wish to contribute to the Smithsonian Institution.
3. Two letters of recommendation from academic or professional sources.
4. Unofficial transcripts or a copy of your most recent academic credentials.
5. A writing sample, portfolio, or project relevant to your field of interest if applicable,

[Job Vacancies Portal Here:](#)