



## **Experience Works! PLUS Internship Program | Available Internship**

**Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.**

### **Internship Job Title**

Museum Administration Intern

### **Location:**

Jeanette, PA

### **Responsibilities:**

- Public History - The intern can learn to lead tours of the museum and battlefield to better understand community history to the public.
- Volunteer Coordination - The intern can send out weekly emails to Bushy Run's volunteer base to practice communication with a museum's staff and volunteers.
- Social media and Writing - The intern can learn to use social media as a tool for promoting a museum. We'll also give the intern an opportunity to contribute to a blog hosted on Bushy Run's website to better practice written historical reports.
- Customer Service - The intern will have an opportunity to be the public face of the museum by learning to work at the front desk.
- Event Coordination - The intern will be able to assist in planning events and coordinating programs that regularly happen at the museum.
- Nonprofit Administration - The intern will have the opportunity to sit in on at least one evening board meeting to get a better understanding of how nonprofit museums are administered.

### **Critical Skills:**

- An ability to patiently work with others, an ability to comfortably use a computer, and experience working with the public are needed.