



Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

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:

Jeannette, PA

Responsibilities:

- Provide accurate information regarding the history and significance of the battlefield and local area
- Helps to coordinate events (the annual battle reenactment, History Speaks lectures, nature walks, tea parties, etc.) by participating in planning; setup and take down, marketing; and working with the necessary volunteers and/or PHMC staff for each event.
- Provides coverage of reception desk and formal/informal interpretive talks to individuals and/or groups in the absence of volunteers.
- Establishes and maintains professional and effective working relationships with the Board, PHMC staff and contractors, interns, volunteers, local historical societies, tourist boards, and the public
- Support overall promotion, and direct contact with regional public and private school districts
- Help with updating all social media accounts and website with upcoming events
- May create original print marketing materials, Press Releases, Social media ads, and videos for approval to increase event awareness and site traffic.
- Processes and maintains records regarding reservations for the site's education programs for groups, all site rentals, and prepares Facility Use Agreements as required.
- Assists in curatorial museum work under the supervision and direction of the Manager and PHMC Regional Curator.
- Makes a presentation to the Board of Directors at the conclusion of the internship

Critical Skills

Strong interpersonal skills, enthusiasm for public history or nonprofit work, reliability, and willingness to work directly with the public and volunteers.