



## 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 Trainee

### **Location:**

Greensburg, PA

### **Responsibilities:**

The trainee position will gain a comprehensive understanding of overall museum operations offering a hand-on experience across key museum functions involving visitor experience, planning and execution of special events, aiding curatorial staff with exhibit research and installation, conservation efforts, advancement outreach, and operation by assisting with daily operations in order to grow the trainee's knowledge and experience in a museum career. Specific experience and knowledge projects will be worked on under the guidance of each department director building an understanding of museum best practices and standards.

### **Critical Skills:**

The museum trainee will have an overall excitement to learn about the operation of a museum. Demonstrate strong communication and collaboration skills as they role will interact across multiple departments and with museum visitors. A high level of observational and analytical ability is essential along with the ability to adapt and be able to work in a fast pace environment.