



## 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:**

Curatorial Intern

### **Location:**

Latrobe, PA

### **Responsibilities:**

- Assist with cataloging, updating, and editing records in the Gallery's online collections catalog and digital research database.
- Scan slides and documents to digitize the textile research archives.
- Aid in light artifact handling and care under supervision, including condition checks and photographic documentation.
- Conduct research related to coverlet history, weavers, regional weaving traditions, and artifact interpretation to inform exhibitions and collection documentation.
- Attend regular planning meetings with the Director/Curator and assist with project tracking.

### **Critical Skills:**

- Strong written and verbal communication skills.
- Interest in museum/collection work, material culture, or historical textiles such as coverlets.
- Research ability and attention to detail.
- Comfort with learning and using digital tools (Microsoft Office Suite, CatalogIT, basic design software).
- Organizational skills and ability to meet project deadlines.
- Professionalism in communication and teamwork.
- Willingness to learn artifact handling, exhibition practices, and collection care.



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### **Internship Job Title:**

Verostko Center for the Arts Curatorial Intern

### **Location:**

Latrobe, PA

### **Responsibilities:**

- Support the documentation and cataloging of permanent art collections for archival and scholarly use.
- Conduct research for upcoming and ongoing exhibitions, including artist backgrounds, artwork interpretation, and historical context to support exhibition narratives.
- Assist in drafting exhibition text, object labels, and interpretive materials that communicate themes clearly and engagingly for diverse audiences.
- Aid in exhibition installation and deinstallation tasks under supervision, including condition reporting and handling of artworks.
- Help prepare materials for public engagement – such as online content, education handouts, and visual assets – that align with curatorial strategies.
- Attend planning meetings and provide input on curatorial projects, contributing to creative and interpretive discussions.

### **Critical Skills:**

- Research and writing (exhibition texts, table drafts, artist summaries).
- Editing and proofing exhibition materials.
- Assisting with digital cataloging and spreadsheet/database updates.