



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:

Historic Site Intern

Location:

Greensburg, PA

Responsibilities:

The Historic Site Intern will have the opportunity to hone their skills in museum education, public history, program development, public speaking, and historical interpretation while working at a Revolutionary War era site. We are seeking an energetic, creative, and independent individual who will help assist the Director of Education and Education Assistant with programs for families and children including school programs, summer camp, and public events like our Living History Days, Frontier Family Days, and more.

The intern will be expected to learn and present engaging interpretive information about the history of Hanna's Town and Westmoreland County's early history through guided tours, talks, and casual conversation with guests and visitors. They will also be expected to assist the Director of Education with carrying out public programs and events. The intern will also be asked to serve as a greeter to guests, on occasion staff our Museum Shop, open, maintain, and secure the historic log buildings, and work on other projects that may be of interest to the intern's research, professional, or academic focus.

Critical Skills:

Demonstration of strong oral communication and interpersonal skills.

Ability to work pleasantly and professionally with the visiting public, staff, and volunteers.

Ability to work independently in carrying out tasks when needed.

Attention to detail and critical thinking.

Creative thinking and adaptability.



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Internship Job Title:

Museum Education Intern

Location:

Scottdale, PA

Responsibilities:

The Museum Education Intern will assist the museum education team in connecting the public to the history of the worksite. The intern will assist in the day-to-day operations of the museum. This includes: greeting and orienting visitors in a friendly, inclusive, and professional manner; assisting with educational programs, special events, and outreach; working on museum education and/or collections related projects; and performing light cleaning of the museum.

Critical Skills:

Sincere and genuine interest in working with people of all ages and backgrounds; demonstration of verbal and written communication skills; excitement for learning and sharing local history; ability to work patiently under pressure, independently, and as part of a team; previous experience working in education, museums, or customer service preferred



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Internship Job Title:

Public History Intern

Location:

Laughlintown, PA

Responsibilities:

The intern will assist other team members in organizing, setting up, and facilitating educational programs for youth and adults. This includes facilitating field trips and summer day camp, leading guided tours in period clothing of the historic buildings, special events, and living history weekends.

Other responsibilities will include greeting and orienting visitors in a friendly and professional manner, performing light cleaning of the museum buildings and grounds, assisting in set-up and tear down of events, and other day-to-day operation tasks. The intern will also have opportunities to assist with marketing programs and events through social media posts and creating printed material.

Critical Skills:

The intern must be interested in sharing history with people of all ages and backgrounds; wearing period clothing during tours and events; demonstrate strong organizational, verbal, and written communication skills; basic knowledge on conducting research; and can work as part of a team or independently. They will have a basic knowledge of technology and technological programs such as the Microsoft Office Suite.