

UNIVERSITY OF PITTSBURGH  
HISTORY OF ART AND ARCHITECTURE DEPARTMENT  
**INTERNSHIP DIRECTORY**

Volunteering and Interning at the Carnegie Museum of Art and the Andy Warhol Museum:

**Volunteering at Carnegie Museum of Art:** Volunteers assist with children's art activities and classes. Teens age 16 and up assist with a variety of education activities including summer camps. Volunteers are found in most curatorial departments doing research, record keeping and general office work. Opportunities also exist for special projects and programs and for conducting marketing and exhibition surveys. Museum of Art volunteers also greet visitors to the Scaife galleries, provide directions to galleries and activities, and offer free audio guides. After an extensive training program, volunteers may also lead tours for adults, children, families and school groups.

**Internships:** A small number of unpaid internships are also available at Carnegie Museum of Art. Internships are highly competitive and placement may take up to 12 months, so apply as early as possible. We will make every effort to match potential interns with the limited internships available. Application deadlines for internships are: Summer - April 17th of that year, Fall – July 17th of that year and Spring – November 17th of that year. There are two ways to submit your application. Download a printable intern application from their website to fill out and send to: Carnegie Museums of Pittsburgh, Volunteer Office, 4400 Forbes Avenue, Pittsburgh, PA 15213 or contact the volunteer office at: [volunteers@carnegiemuseums.org](mailto:volunteers@carnegiemuseums.org) or 412.622.3359

**Volunteer and intern benefits:** All volunteers enjoy free admission to all four museums; a subscription to Carnegie magazine; discounts on parking, classes, food services and gift shops; networking, recognition, enrichment and social opportunities; education sessions and training; the opportunity to share skills and gain new ones while finding new friends and peers with the similar interests.

Andy Warhol Museum:

- Phone #: 412-237-8363
- Website: <http://www.warhol.org/>
- Internship inquiries and applications: contact the main volunteer office of the Carnegie Museums: <http://www.carnegiemuseums.org/interior.php?pageID=141> (and see information above).

Carnegie Museum of Art:

- Website: <http://web.cmoa.org/>
- Individuals who are interested in receiving direct applications from University of Pittsburgh HAA majors include the following. Serious inquiries should include a resume or cv with a cover letter that details the applicant's interest in the field and past academic and/or work experience. Computer skills are particularly desired.
  - Dawn Reid, curatorial assistant, Department of Decorative Arts and Design, [reidd@carnegiemuseums.org](mailto:reidd@carnegiemuseums.org); (412) 622-6265
  - Amanda Donnan, curatorial assistant, Department of Contemporary Art, [donnana@carnegiemuseums.org](mailto:donnana@carnegiemuseums.org); (412) 622-3298
  - Akemi May, curatorial assistant, Department of Fine Art, [maya@carnegiemuseums.org](mailto:maya@carnegiemuseums.org); (412) 622-3208. (Specializing in European and American Art, including paintings, works on paper and sculpture.)

OTHER LOCAL MUSEUMS, GALLERIES, AGENCIES AND ORGANIZATIONS:

American Jewish Museum

- Phone #: 412-521-8011 x105
- Website: <http://www.jccpgh.org/Museum.asp>
- Contact: Melissa Hiller [mhiller@jccpgh.org](mailto:mhiller@jccpgh.org)

- Description: AJM contributes in a substantive way to contemporary Jewish identity and plays a key role in the renaissance of Jewish life. The AJM is a vital resource for the city's art-goers seeking cultural enrichment through the visual arts. Marketing: Duties-preparing press releases and press kits, media planning, devising and updating Web content, updating press lists. Education: Duties-organizing docent program for upcoming exhibitions, preparing educational activated at the museum's Resource Education area, organizing exhibition-related activities. Exhibition Preparation: Duties: research, educational outreach preparation, marketing, organization of collateral materials, labels and visitor interpretation, Web content, and administration.

#### Children's Museum

- Phone #: 412-332-5058
- Website: <http://www.pittsburghkids.org/>
- Contact: [hr@pittsburghkids.org](mailto:hr@pittsburghkids.org)
- Description: Departments: Studio Arts, Early Childhood Education, and Youth ALIVE! Program, Outreach, Marketing, Education/Programming, Green, Special Events.

#### Department of City Planning

- Phone #: 412-255-2102
- Website: <http://www.city.pittsburgh.pa.us/>
- Contact: Richard Meritzer. [Richard.meritzer@city.pittsburgh.pa.us](mailto:Richard.meritzer@city.pittsburgh.pa.us)
- Description: Skills-currently taking courses relevant to a planning career, experience working with computers including Word and Excel, some experience working with community groups.

#### Fe Gallery, Lawrenceville Phone #: 412-255-2102

- Phone #: 412-860-6028
- Website: <http://www.fegallery.org/>
- Contacts: Jill Larson and Jared Boyer, [boyerjared1@gmail.com](mailto:boyerjared1@gmail.com); [buyarttoday@mindspring.com](mailto:buyarttoday@mindspring.com)
- Description: A small nonprofit gallery in Lawrenceville connecting communities with regional, national, and international artwork. Website design and maintenance, fundraising strategies and implementation, development; public/community relations, installation and gallery sitting, construction skills/building movable walls

#### Heinz History Center

- Phone #: 412-454-6412
- General Website: <http://www.heinzhistorycenter.org/>
- Information on and link to application for internships: <http://www.heinzhistorycenter.org/secondary.aspx?id=56>
- Applications are accepted year-round. These are unpaid internships available for credit or not for credit. Hours are flexible based upon individual requirements. Parking is free. Deadlines: For Spring Internships: Nov. 1; For Summer Internships: March 1; For Fall Internships: July 1. Any application received after this deadline will be reviewed after first submissions.
- Applicants may choose among the various departments and divisions: Development, Education, Human Resources, Library and Archives, Communications, Museum (Collections), Volunteer Program, Publications, Meadowcroft Rockshelter and Historic Village.

#### Mattress Factory

- Phone #: 412/231-3169
- Website: <http://www.mattress.org/>
- For specific information on internships, go to <http://www.mattress.org/index.cfm?event=Internships>
- Description: Internships are available in the departments of marketing, development and operations. Visit the above site for fuller descriptions

- To apply: send a resume and letter of interest to [info@mattress.org](mailto:info@mattress.org), AND [catena@mattress.org](mailto:catena@mattress.org). In your correspondence, please indicate which particular internship is of interest to you so your materials can be directed to the appropriate person.

#### Morgan Contemporary Glass Gallery

- 5833 Ellsworth Ave., Pittsburgh
- Phone #: 412-441-5200
- Website: <http://www.morganglassgallery.com/>
- Contact: Amy Morgan [morglass@sgi.net](mailto:morglass@sgi.net)
- Description: Exposes students interested in art to the world of contemporary studio glass, while offering experience in gallery management. Skills: studio arts or art history majors with computer skills sought. Responsibilities: communicate with artists, help with conceptualizing exhibitions, install work for gallery openings, assist the gallery director, help write publicity and show brochures, greet collectors and clients, learn record keeping, learn how to handle, pack and ship glass.

#### The New Yinzer

- Phone #: 412-741-4405
- Website: <http://www.newyinzer.com/welcome.html>
- Contact: Mark Mangini [mark@newyinzer.com](mailto:mark@newyinzer.com)
- Description: An online literary publication which highlights writers and artists in the greater Pittsburgh area that are doing something interesting or different that is worth celebrating. Responsibilities might include the preparation of a gallery show, generating creative ideas for an original writing concept or project on which the intern wishes to engage, helping with writing that pertains to art, curating the magazine as well as assisting with exhibits, photography, and getting involved with the Pittsburgh art community.

#### Pittsburgh History and Landmarks Foundation

- Phone #: 412-471-5808
- If you are interested in volunteering, email your resume to Louise Sturgess, Executive Director, [louise@phlf.org](mailto:louise@phlf.org). In your email, please state:
  - on what dates you want your volunteer internship to begin and end, and how many hours each week you are able to volunteer.
  - which day(s) of the week you would like to volunteer.
  - if you will be driving to our offices at Station Square or using public transportation. (We will give you a parking pass so you do not need to pay parking expenses.
- Student volunteers usually help with educational programs (tours, publications, special events), are invited to attend various staff meetings, and are able to visit historic sites which we are involved in restoring. Students with architectural training can assist in our Main Street and neighborhood revitalization programs.
- Website: <http://www.phlf.org>. For further information on PHLF internships, see <http://www.phlf.org/volunteer-opportunities/internships/>

#### Pittsburgh Center for the Arts

- Phone #: 412-361-0873 x307
- Website: <http://www.pittsburgharts.org/>
- Contact: Rachel Cooper, [rcooper@pittsburgharts.org](mailto:rcooper@pittsburgharts.org)
- Description: A list of current internship opportunities is available at [http://pittsburgharts.org/about\\_jobs.php](http://pittsburgharts.org/about_jobs.php)

#### Pittsburgh Filmmakers

- Website: <http://pghfilmmakers.org/>
- Contact: Will Zavala, [Zavala@pghfilmmakers.org](mailto:Zavala@pghfilmmakers.org), 412/681-5449 x219

#### Silk Screen Asian Arts and Culture Organization

- Phone #: 412-322-4872
- Website: <http://www.silkscreenfestival.org/>
- Note: current internship opportunities and application instructions are posted on this website. See the “Jobs and Internships” link.

#### Society for Contemporary Craft

- Phone #: 412-261-7003 x16 for Sale and Merchandising, x25 for Educational Programs, x15 for Exhibitions
- Website: [http://www.contemporarycraft.org/The\\_Store/Splash.html](http://www.contemporarycraft.org/The_Store/Splash.html)
- Contact: [thestore@contemporarycraft.org](mailto:thestore@contemporarycraft.org), [thestudio@contemporarycraft.org](mailto:thestudio@contemporarycraft.org), [exhibitions@contemporarycraft.org](mailto:exhibitions@contemporarycraft.org)
- Description: Sales and Merchandising: Duties-assist with the management of their gift shop. Educational Programs: duties-assistance with both on site and outreach programs, monitoring studio classes, class registration, and the processing of Act 48 classes. Exhibitions: duties- assist with the preparation for and installation of shows. Skills- graphic proficiency desirable

#### Sweetwater Center for the Arts

- Phone #: 412-741-4405
- Website: <http://www.sweetwaterartcenter.org/>
- Contact: Kelly Koble for Arts Admin [kkoble@sweetwaterartcenter.org](mailto:kkoble@sweetwaterartcenter.org) and Brenda Jaros for summer art camps [bjaros@sweetwatercenter.org](mailto:bjaros@sweetwatercenter.org)
- Description: A nonprofit arts organization located in Sewickly. Arts Admin: Skills-background in marketing or arts admin, excellent written and verbal communication, ability to work independently, strong computer skills, knowledge of art. Job- designing promotional material. Conducting market research, writing press releases, special events prep. Summer Arts Camp: Skills computer skills, enjoy working with children

#### Young Preservationists Association

- Phone #: 412-205-3385
- Website: <http://www.youngpreservationists.org/>
- Contact: Dan Holland [holland6@aol.com](mailto:holland6@aol.com)
- Description: Skills-excellent written and oral communication skills, proficiency on the computer (Excel), organized, ability to work in teams. Duties-Hosting events and activities, conducting research, fundraising, some photography.

