



Position Title: Education Intern

Department: Education, Atlanta History Center

Required Commitment Period: Fall Session

Days/Hours: Monday-Friday, flexible schedule, minimum of 10 hours weekly, must accrue 100 hours of service – internship will be a combination of remote and in-person work

Start/End Dates: January 15th – April 30th

Application Deadline: December 1st, 2020

General Description

This position is intended to assist the Education Department with a variety of tasks depending on projects and on-going departmental needs. This position will expose the intern to all aspects of museum education including: research, curriculum development, and education facilitation.

Key Responsibilities

- Assist in preliminary research for museum education curriculum development
- Assist in supporting the reintroduction of educational public programs
- Assist with revamping museum tour scripts and experiences
- Assist with administrative needs: scheduling schools for remote learning, securing payment, keeping track of school calendar, emailing teachers, etc.
- Assist with basic department organization and other duties as assigned by supervisors

Desired Skills and Competencies

- Experience developing engaging lessons
- Knowledge of Civil War and Civil Rights a plus
- Strong research abilities, written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Flexible and comfortable working in a fast paced environment
- Strong organizational skills: to communicate affectively and to work independently
- Able to work and complete tasks under a deadline
- Sensitivity to cultural and artistic diversity

TO APPLY: Interested applicants may submit their resume and cover letter to Volunteer Services at volunteerservices@atlantahistorycenter.com . No phone calls please. This is a non-paid internship.