



Position Title: Marketing Communications Intern

Department: Marketing Department, in the main AHC building

Required Commitment Period: Summer 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: May 10th – July 31st

Application Deadline: April 1st, 2021

General Description

The Marketing Communications department is responsible for communicating and promoting Atlanta History Center's diverse offerings as well as developing and maintaining the organization's brand. We are looking for a Marketing Communications Assistant to join our team that is interested in learning more about day-to-day operations at a museum!

Key Responsibilities

- Assist with updating photo libraries
- Writing and distributing calendar listings
- Coordinating and maintaining contact databases
- Social media efforts
- Basic organizational needs

Desired Skills and Competencies

- Candidate must have proficient understanding of basic technological skills that will allow them to adapt quickly to working with new software resources
- Currently enrolled in an undergraduate or graduate program Strong written and oral communication skills
- Flexible and comfortable working in a fast paced environment
- Strong organizational skills: the ability to multi-task and maintain focus, organized
- Able to work and complete tasks under a deadline
- Sensitivity to cultural and artistic diversity
- Love of history is a bonus!

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.