



Position Title: Museum Education Intern

Department: Education

Required Commitment Period: Fall Session

Days/Hours: minimum of 15 hours a week

Start/End Dates: September 10th – December 17th

Application Deadline: August 15th, 2021

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 student to all aspects of museum education including: research, curriculum development, and education facilitation.

Key Responsibilities

- Assist in research for museum education curriculum development
- Assist in supporting the reintroduction of educational public programs
- Assist with revamping museum tour scripts and experiences (both onsite and virtual offerings)
- Assist with assessing and updating teacher resources that we currently have according to current instructional frameworks and standards
- Assist with expanding our virtual platforms reach – updating school contact lists, researching new school contacts and possible platforms (Ex: Streamable Learning)
- 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
- 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
- Relevant degrees include: Education, History, Marketing, Public Relations and Theater

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