



**Position Title:** Marketing Communications Intern

**Department:** Marketing Department, in the main AHC building

**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:** September 10<sup>th</sup> – December 17<sup>th</sup>

**Application Deadline:** August 15<sup>th</sup>, 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](mailto:volunteerservices@atlantahistorycenter.com) or [jfirestone@atlantahistorycenter.com](mailto:jfirestone@atlantahistorycenter.com) . No phone calls please. This is a non-paid internship.