



Position Title: Museum Education Intern

Department: Education

Required Commitment Period: Summer Session

Days/Hours: minimum of 15 hours a week

Start/End Dates: May 5th – July 29th

Application Deadline: April 15th

Stipend: \$1250

2022 Summer Intern Description

This position is intended to assist the Education Department with a variety of tasks depending on projects and on-going departmental needs. This internship will expose you to all aspects of museum education including research, curriculum development, and education facilitation. As well as this internship provides college students the opportunity to work with seasoned museum educators on a variety of subjects to experience many different methods of teaching history to children.

Key responsibilities

- Interns can work a maximum of 20 hours per week. The shift hours during camp are: 9:00 -1PM & 12pm-4PM, Monday through Friday.
- Interns will assist the counselors in teaching and supervising groups of up to 30 campers during weeklong, full day summer history camps. A typical day's lesson plan includes a gallery or grounds tour, craft projects, indoor or outdoor games and activities, experience with touchable artifacts, and journal writing.
- Interns will assist the counselors with student and classroom management, instruction, preparation for the day's activities, lunches/snacks, and additional tasks as assigned.
- Interns will interact with camp parents daily and provide front line customer service.
- Interns will perform administrative duties under the direction of the Summer Camp Managers.
- Interns will also perform research to support camp operations and should expect to lead at least one activity a week.
- Assist in administrative task for summer camp and other admin work related to the education department.
- Assist in supporting the educational Outreach offerings such as history travel trunks, Characters in the Classroom presentations, and Poetry Out Loud.
- 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.