



Position Title: Museum Education Intern

Department: Education

Required Commitment Period: Fall Session: Flexible schedule, minimum of 10 hours weekly, 120 hours total

Start/End Dates: September 9th—December 9th, 2022

Application Deadline: August 15th, 2022

General Description

This position assists 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 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 creating content based on Georgia Standards of Excellence and exhibits at AHC
- 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; complete tasks under a deadline
- Strong organizational skills: to communicate affectively and to work independently
- Sensitivity to cultural and artistic diversity
- Relevant degrees include: Education, History, Marketing, Public Relations and Theater

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