Position Title: Museum Education Intern

Department: Education

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

Start/End Dates: January 6th—April 7th, 2023

Application Deadline: December 5th, 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 melamin@atlantahistorycenter.com. No phone calls please. This is a non-paid internship.