ATLANTA
HISTORY
CENTER

Position Title: Museum Education Intern

Department: Education

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

Start/End Dates: May 5th—July 28th, 2023

Application Deadline: April 14th, 2023

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 different aspects of museum education, as well offer the Intern opportunities to better understand how museum education fits within the larger museum organization. Key responsibilities may include: research, curriculum development, and education facilitation.

• 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.