



Position Title: Museum Education Intern

Department: Education

Required Commitment Period: Spring Session, flexible hybrid schedule, minimum of 10 hours weekly; 120 hours total.

Start/End Dates: January 5th — April 5th, 2024

Application Deadline: December 4th, 2023, by 11:59 pm EST

General Description

This position assists the Education Department with Summer Camp planning and other departmental tasks. Other departmental tasks depend on projects and on-going departmental needs. This position will expose the student to all aspects of museum education including summer camp planning, research, curriculum development, and education facilitation.

Key Responsibilities

- Assist in administrative tasks for summer camp and other admin work related to the education department.
- Assist in communicating with parents and stakeholders.
- Assist with creating Summer Camp content and lesson plans.
- Assist with Summer Camp prep work and organization.
- Assist with basic department organization and other duties as assigned by supervisors.
- Assist with other departmental tasks 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, Canva
- Flexible and comfortable working in a fast-paced environment; complete tasks under a deadline
- Strong organizational skills: to communicate effectively 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 [apply online](#) by filling out the application and attaching their resume and cover letter. If you have any questions, contact Volunteer Services at volunteerservices@atlantahistorycenter.com. No phone calls please. This is a non-paid internship.