



Position Title: Marketing Operations Intern

Department: Marketing & Brand Experience Department, in the main AHC building

Required Commitment Period: Summer Session, successful completion and clearance of a background check, flexible hybrid schedule, minimum of 10 hours weekly; 120 hours total.

Start/End Dates: May 3rd – July 26th, 2024

Application Deadline: April 12th, 2024, by 11:59 pm EST

General Description

The Marketing & Brand Experience team is responsible for developing and maintaining the Atlanta History Center brand and visual identity system; and we are looking for a production marketing operations intern to join our small in-house team!

Key Responsibilities

- Support Vice President of Marketing & Brand Experience with a variety of special projects:
 - Centennial campaign planning and strategy development
 - FY24 campaign reporting
 - Copywriting
 - Trend/engagement monitoring on digital platforms
- Support Project Coordinator with Inbound requests from vendors, partners, and clients
- Assist Designer with the production of in-house marketing materials as needed; become familiar with a commercial grade printer, paper guillotine, and folding machine.
- Develop in-office organization and storage solution for branded material, signage, swag, etc.

Desired Skills and Competencies

- Curious, fast-learning, and resourceful
- Organizational skills with meticulous attention to detail
- Self-motivated and hardworking

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.