



Position Title: Civil War Inventory Intern

Department: Collections

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

Start/End Dates: September 5th — December 5th, 2025

Application Deadline: Friday, August 15th, 2025, by 11:59 pm EST

General Description

At the direction of Collections Manager, the Civil War Inventory Intern works with the Collections Assistant. This unpaid position will work onsite, or with the Collections Assistant at other locations within the Atlanta area to inventory, rehouse, update database records for, pack, and move collections.

Key Responsibilities

- Work closely with objects
- Work closely with database on an AHC provided laptop
- Work in tandem with Collections Assistant
- Need to bend, lift, and carry 40 pounds
- Work onsite on our Buckhead campus

Desired Skills and Competencies

- Preference will be given to candidates that are already within a graduate program for Museum Studies, Public History, or adjacent field
- Candidates must have graduated high school
- Candidates must pass a high-level background check

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