



**Position Title:** Museum Education Intern

**Department:** Education

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

**Start/End Dates:** September 5<sup>th</sup> — December 5<sup>th</sup>, 2025

**Application Deadline:** Friday, August 15<sup>th</sup>, 2025, by 11:59 pm EST

### **General Description**

This position assists the Education Department with Education events 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 event planning, research, curriculum development, and education facilitation.

### **Key Responsibilities**

- Assist in administrative tasks related to the education department.
- Assist in communicating with parents and stakeholders.
- Assist with creating Homeschool Day & Toddler Storytime content and lesson plans.
- 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](mailto:volunteerservices@atlantahistorycenter.com). No phone calls please. This is a non-paid internship.