



Position title: Education Intern

Department: Education

Days/Hours: minimum of 10 hours weekly; 120 hours total

Start/End Dates: 1/9/26 – 4/10/26

Application Deadline: 12/5/25

General Overview

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 Summer Camp, Homeschool Day, and 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.
- Assist in the Goizueta's Children Experience as needed.

Desired Skills & 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, Psychology and Early Childhood Development.

TO APPLY: If interested, apply [here](#) by filling out the application and attaching your resume and cover letter. Questions? Email volunteerservices@atlantahistorycenter.com—no phone calls, please. This is an unpaid internship.