

ATLANTA ¹HISTORY CENTER _O

Position Title: Historic Houses Intern

Department: Education

Required Commitment Period: 10 hours weekly; 120 hours total.

Start/End Dates: September – December

Application Deadline: Friday, August 14th

General Description:

This position assists the Historic House Manager with a variety of tasks depending on projects and on-going departmental needs. This position will expose the student to many aspects of museum education including historically based hands on demonstrations, education facilitation, and historical research. Key responsibilities may include:

Key Responsibilities:

- Assist with educational demonstration development and research.
- Assist with demonstration execution and educating guests.
- Assist with the development of educational programs.
- Assist with demonstration preparations and setup.
- Assist with basic department organization and other duties as assigned by supervisors.

Desired Skills and Competencies:

- Experience developing programs aimed at a young or family audience.
- Strong written and oral communication skills.
- Previous work with collections or archive material.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook.
- Flexible and comfortable working in a fast-paced environment; complete tasks under a deadline.
- Strong organizational skills: to communicate affectively and to work independently.
- Sensitivity to cultural and artistic diversity.
- Relevant degrees include Education, History, Marketing, Public Relations, collections management, library science, preservation, 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. This is a non-paid internship.