

ATLANTA HISTORY CENTER

Position Title: Marketing/Social Media Intern

Department: Marketing

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

Start/End Dates: September – December

Application Deadline: Friday, August 14th

General Description:

The Marketing & Brand Experience team is responsible for promoting Atlanta History Center's diverse offerings and maintaining the organization's brand identity and voice onsite and online. We are looking for a Marketing Communications intern who is interested in learning more about the day-to-day operations of a marketing department at a museum. The ideal candidate will have great writing skills and social media experience with a strong focus in creating and editing reels.

Key Responsibilities:

- Create and edit reels promoting Atlanta History Center products and events.
- Support for development of social posts (caption writing, selecting assets, fact-checking, etc.)
- Brainstorm and research ideas for original content.
- Support developing a monthly social media calendar.
- Proofreading and copywriting for monthly radio ads and e-marketing campaigns. • Assist with blog content for the website.
- Asset management and assistance with updating photo libraries.

Desired Skills and Competencies:

- Working knowledge of Meta, X, and Instagram (any previous experience in social media management is a bonus!)
- Sensitivity to cultural and artistic diversity.
- Strong written and oral communication skills, and strong organizational skills.
- Candidate must have a proficient understanding of basic technological skills.
- Able to work and complete tasks under a deadline.
- Currently enrolled in an undergraduate or graduate program.

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.