Position Title: Communications Intern

Department: Marketing and Communications

Required Minimum Commitment: 10 hours weekly

Start/End Dates: January - April

Application Deadline: 12/11/26

General Description:

Atlanta History Center is seeking a creative and motivated Communications Intern to join the team as we wrap up the rest of our centennial year with new exhibitions and programs. This intern will work directly with the Communications Manager to support the internal communications of Atlanta History Center and external outreach through media opportunities and community events.

This internship provides college students with a closer look of how history museums approach the implementation of educational content and secure positive representation in the media and in the community

Key Responsibilities:

- Assist in tracking media coverage of Atlanta History Center
- Support the planning and coordination of community events and media opportunities
- Drafting communications such as press releases and other outreach materials
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Other duties as assigned

Desired Skills and Competencies:

- Currently enrolled in an undergraduate program, or recent college graduates
- Must provide own transportation
- Flexible and comfortable working in a fast-paced environment
- Strong written and oral communication skills, with proficiency in Associated Press style
- Proficiency in Microsoft Teams, Outlook, and Office
- Love of learning

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.