Position Title: Museum Education Intern

Department: Education

Required Commitment Period: 10 hours per week

Start/End Dates: January - April

Application Deadline: 12/11/26

General Description:

This position assists the Education Department with Education Outreach programs 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 with maintenance of the Traveling Trunk Program.
- Assist in administrative tasks related to the education department.
- Assist with creating Summer Camp, Homeschool Day, and Toddler Storytime content and materials.
- Assist with other departmental tasks 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, Psychology and Early Childhood Development

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.