ATLANTA HISTORY CENTER

Position Title: Historic Houses Intern

Department: Operations

Required Commitment Period: 10 hours per week

Start/End Dates: January - April

Application Deadline: 12/11/26

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.