ATLANTA HISTORY CENTER

Position Title: Public Programs Intern

Department: Public Programs

Required Commitment Period: 10 hours per week

Start/End Dates: January - April

Application Deadline: 12/11/26

General Description

This position assists the Public Programs Department with events planning and other departmental tasks, including but not limited to theme ideation, activity ideation, data collection, and logistics support. Other departmental tasks depend on projects and on-going departmental needs. This position will expose the student to all aspects of program planning, including research, program development, interdepartmental collaboration, and logistics management.

Key Responsibilities

- Assist on the MLK program day on Jan. 18th from 8 am—3 pm.
- Assist in event theme research and ideation.
- Support department through data collection and analysis.
- Support department through logistics management and analysis.
- Assist with ideating and creating content and activities for Spring Fest and Juneteenth.
- Assist with basic department organization and other duties as assigned by supervisor.

Desired Skills and Competencies

- Experience developing engaging activities to relay complex topics in an engaging way.
- Applies creative thinking to develop inclusive and engaging public programs.
- Strong research abilities, written and oral communication skills, and organizational skills.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Canva.
- Flexible and comfortable in a fast-paced environment; complete tasks independently under a deadline.
- Relevant degrees include Education, History, Hospitality, or Marketing.

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.