Atlanta History Center Internship Project Descriptions

Outreach Programs Assistant for Poetry Out Loud (spring only)

Description: Get hands-on experience with putting together a large competition from start to finish and make a difference in the lives of area youth. The Poetry Out Loud Initiative encourages high school students to learn about great poetry through memorization and performance of the written word. It incorporates the dynamic aspects of slam poetry, spoken word, and theater into the English and drama class. Poetry Out Loud, which began in 2005, helps students improve public speaking skills, build self-confidence, and learn great poetry in literature. Poetry Out Loud reaches 9–12,000 students per year in Georgia. Interns will also get an inside look at how museums work and the various career opportunities available in the field.

Duties:
- Emailing teachers and student participants
- Mail teacher toolkits
- Reserving and confirming competition venues
- Emailing judges, MCs, and other competition staff
- Organizing and being present for conference calls
- Assisting with the collaboration of major foundations
- Day of Event coordination

Desired Qualifications: The ideal candidate is pursuing a degree in Communications, Hospitality, History, English, or related field. Candidates should be comfortable working in a fast paced environment under deadlines. Demonstrated communication skills (including effective speaking and writing skills) are a must as is the ability to interact with the public and be sensitive and considerate to all people. Candidates must be organized, reliable, creative, flexible, and have a sense of fun and eagerness to learn.

Time Commitment: 10 weeks (may have the opportunity to extend the time). Interns are required to work a minimum of 10 hours a week and must be available to assist with occasional weekend/evening programs or events.

MMH Writing Camp Teaching Assistant (summer only)

Description: The Margaret Mitchell House, the midtown campus of the Atlanta History Center, hosts creative writing camps each summer in the very house where Margaret Mitchell wrote Gone With the Wind. These camps are designed to help further develop the skills of gifted young writers as well as to improve the skills of students that are struggling with writing. This internship will provide college students the opportunity to work with seasoned Educators on a variety of creative and technical writing genres, and to experience many different methods of teaching good writing skills to kids in a fun and engaging way.

Duties: The intern will assist the camp counselors in teaching and supervising groups of up to 15 campers during week long, full day summer creative writing camps. A typical day’s lesson plan includes a field trip, group discussions, games and activities, and time for campers to work on their writing projects. The intern will assist counselors with student and classroom management, instruction, preparation for the day’s activities, lunches/snacks, and administrative tasks. The intern will work with groups and individual campers to help them develop and improve their writing creatively, technically, and grammatically. Intern will also assist the Summer Camp Director in supervising Junior Counselors (17-18 year old high school students) throughout the summer.

Desired Qualifications: The ideal candidate is pursuing a degree in English, Creative Writing, Journalism, Education, or other related field, and has experience working with elementary, middle school, and high school aged children. Candidates should have excellent writing skills, enjoy working closely with children, and have the ability to provide positive, constructive criticism and encouragement. Good customer service skills are important. Creativity, patience, flexibility, a sense of fun, and eagerness to learn are necessities.

Time Commitment: Summer camp hours are 9:30 AM –5:00 PM in June and July. You will need to arrive by 9:15am and stay until 5:00pm. It is required that you attend a pre-camp orientation and training in May.
**AHC History Camp Teaching Assistant** (summer only)

**Description:** The museum field is quickly moving away from an emphasis on collections and curation and in the direction of public history, museum education, and interpretation. This internship provides college students the opportunity to work with seasoned museum interpreters on a variety of subjects to experience many different methods of teaching history to children. Interns will also get an inside look at how museums work and the various career opportunities available in the museum field. It is our hope that this internship will help direct you toward teaching and interpreting history for the public in order to produce a new generation of museum educators that possess these important skills right out of college.

**Duties:** Interns will assist the counselors in teaching and supervising groups of up to 20 campers during weeklong, full day summer history camps. A typical day’s lesson plan includes a gallery or grounds tour, craft projects, indoor or outdoor games and activities, experience with touchable artifacts, and journal writing. Interns will assist the counselors with student and classroom management, instruction, preparation for the day’s activities, lunches/snacks, and administrative tasks. Interns will also assist the Summer Camp Director in supervising Junior Counselors (14–18 year old high school students) throughout the summer.

**Desired Qualifications:** The ideal candidate is pursuing a degree in History, Museum Studies, or Education and has experience working with preschool, elementary, and middle school aged children. Candidates should have good customer service skills and a great rapport with children. Creativity, patience, flexibility, a sense of fun, and eagerness to learn are necessities.

**Time Commitment:** Summer camp hours are 8AM to 5PM in June and July. It is required that you attend a pre-camp orientation and training in late May.

**Manuscript Archives Associate**

**Description:** An internship in the Archives department of the Kenan Research Center of the Atlanta History Center is designed to expose students interested in history to all aspects of operations involving the Archives department. An Archives intern will learn research and processing skills by hands-on experience with historical material.

**Duties:** The intern will conduct research and create finding aids for primary resource collections at the Kenan Research Center. Interns will be supervised by staff and receive an evaluation form at the end of their program.

**Desired Qualifications:** Excellent research and writing skills are required as well as the ability to work independently. History or American studies students preferred; no library or archival experience necessary.

**Time Commitment:** Minimum 3–6 month commitment.

**Visual Archives Associate**

**Description:** An internship in the Archives department of the Kenan Research Center of the Atlanta History Center is designed to expose students interested in history to all aspects of operations involving the Archives department. An Archives intern will learn research and processing skills by hands-on experience with historical material.

**Duties:** The intern will learn how to create a Finding Aid using Archivists’ Tool Kit. They will work with the archivist in processing visual collections in the Archives, and help organize, select; and catalog visual materials, which may include inventorying and describing materials, creating database records (CONTENTdm), and creating basic finding aids for small photograph collections. They may also have the opportunity to help update the video and film inventories, if time permits.

**Desired Qualifications:** Excellent research and writing skills are required as well as the ability to work independently. History or American studies students preferred; no library or archival experience necessary.

**Time Commitment:** Minimum 3–6 month commitment.

**Collections/Registration Associate** (graduate students only)

(Collections Care and Management)

**Description:** An internship in the Atlanta History Center Collections/Registration Department will provide experience in all aspects of museum and/or archives collections care and management.
Duties: Interns will have the opportunity to assist the Collections Manager with duties in museum collections management and/or archives collections management. Basic duties may include packing museum objects or archival material for shipping, monitoring the environment and condition of exhibit galleries, assisting with installation and deinstallation of exhibits, and working with permanent records.

Specific projects (depending on the intern’s interests and experience and supervised by the Collections Manager) include:

- Database—Assist with data cleanup in ReDiscovery Proficio or Archives Database.
- Inventory of Museum objects—Work with collections staff to verify object locations; rehouse artifacts; take digital images of these artifacts; and link the images in the database.
- Inventory of Archival material—Work with collections staff to verify locations; rehouse materials if necessary; create inventory lists; update database
- Other—Special projects may be available, or specific interests may be accommodated

Desired Qualifications: Computer proficiency, accuracy, attention to detail, ability to work alone and as a team, and the ability to work according to established procedures. Previous experience with museum or archival collections and databases is preferred. Must be a graduate student to apply.

Time commitment: 8–12 weeks (may be able to extend time). Flexible scheduling. Will accommodate those needing specific hours for school credit.

**Exhibition Project Assistant**

Description: An internship in the Atlanta History Center Exhibitions Department will provide experience in many aspects of museum exhibition design, development, and construction.

Duties: Assist Exhibition Project Manager with coordinating mount making for exhibition, installation of exhibition, and with construction Administration of exhibition.

Desired Qualifications: Computer proficiency, accuracy, attention to detail, ability to work alone and as a team, and the ability to work according to established procedures.

Time commitment: 8–12 weeks (may be able to extend time). Flexible scheduling. Will accommodate those needing specific hours for school credit.

**Landscape Operations Assistant**

Description: The Atlanta History Center has been hard at work to help break down barriers and unite Atlantans through history. As we approach our 90th birthday this year, not only has our 33-acre campus undergone some exciting transformations, but we are looking for meaningful, relevant and engaging ways to fulfill our mission to connect people, history, and culture.

In support of this mission, the Atlanta History Center is offering an exciting new internship opportunity within the Goizueta Gardens and Living Collections Division. The world of Public Gardens is a unique environment with a diverse set of challenges. This internship provides the perfect opportunity to work closely with the Manager of Landscape Operations on a daily basis. Interns will get an inside look at the ever changing demands that go into maintaining a 33-acre campus of gardens with historical buildings. Projects include but are not limited to: water management including drainage and irrigation, tree care, integrated pest management (IPM), planting, garden and hardscape maintenance, and landscape construction.

The Goizueta Gardens at the Atlanta History Center consists of six feature gardens and trails—each featuring different aspects of Atlanta’s horticultural history. The Living Collections are spread across the entire landscape, encompassing the three historic homes on campus. They include Georgia’s largest collection of native plants, including a secondary-succession forest with pioneer log cabin and meadows, Asian plant collections including Japanese maple and azalea, heirloom vegetables and field crops grown at a working 1860's farm complete with animals, and the iconic 1928 Swan House with its formal Italianate landscape.

Not only will you be engrossed in the discipline of historical interpretation, you will learn the intricacies of museum/gardens operations on a large scale. This opportunity will help prepare you for work in horticulture, public gardens, landscape maintenance, and construction or as a grounds manager/superintendent by showing you the daily challenges of the trade
and the methods used to solve them. You will become acquainted with the identification and cataloging of plant species and gain knowledge of the impact of environmental conditions, construction challenges, large scale irrigation, fountains, well-watering, turf grass maintenance, and hazard tree identification. Moreover, you will garner invaluable experience working with the entire gardens staff in a collaborative atmosphere.

**Duties:** Interns will work approximately 20 hours a week (2.5 days) between Monday and Friday from 7AM to 3:30PM. It is impossible to list the ever changing responsibilities, but you will never be bored. This position is outdoors so you will be expected to work in the heat and humidity typical of Atlanta. You will on occasion be required to interact with guests to the Atlanta History Center so internship candidates should be both personable and polite to visitors. Although rare, there is a chance of snake bites, bee stings, biting insects, poison ivy, and heat sickness.

**Desired Qualifications:** The ideal candidate is working towards a degree in Horticulture, Agriculture, Environmental Science, or related field and intends to pursue a career in Public Gardens, Landscape Maintenance/Construction, Grounds Management, or similar area of study. You will get muddy, dirty, sweaty, wet, hot, and walk a lot! Creativity, patience, flexibility, a sense of fun, and an eagerness to learn are necessities, along with strong problem solving skills.

**Time Commitment:** Can be scheduled during your summer break but approximately 3 months. The right candidate could be rehired the following summer(s).

**Marketing Communications Assistant**

**Description:** Interns will gain valuable experience working in the field with the Communications Department. Play a major role in helping to communicate relevant information on Atlanta History Center’s special programs, historic homes, lecture series, exhibition openings, announcements, accolades, and so much more.

**Duties:**
- Assist in updating photo libraries
- Assist with writing and distributing calendar listings
- Assist with research, planning, and distribution of press releases
- Coordinate and maintain database of various communication listings
- Assist with communication station and clippings maintenance
- Assist with creating and distributing general marketing collaterals
- Research and assist grass roots efforts
- Assist with basic department organizations and other duties as assigned

**Time Commitment:** 10–12 weeks. Interns are required to work a minimum of 12 hours a week with occasional weekend duties.

**Web and Social Media Assistant**

**Description:** As a web and social media intern, the student will assist with the maintenance and promotion of our Web sites (including GWR.com, iTunesU, and HistoryBabble), social media profiles (YouTube, Flickr, Twitter, Facebook, Myspace) and perform internet research.

**Duties:** Responsibilities will include, but are not limited to the following:
- Web site maintenance (add/edit content, videos, images, etc.)
- Assist with social media efforts
  - Facebook: Research other groups and pages on FB and see how we could share our information with their fans and brainstorm different ways to drive people to our FB pages
  - YouTube: Prep and upload videos and metadata
  - Twitter: Tweet, retweet, special offers, etc. find relevant followers
- Monitor blogs, social media accounts, and Web sites to find promotional/PR opportunities

**Desired Qualifications:** Intern must possess strong knowledge of the Internet, general knowledge of social media platforms (i.e.; must have active accounts), and have strong writing skills. A background or interest in public relations or marketing is preferred but not mandatory.

**Time commitment:** 8–10 week commitment. Flexible work schedule.
Tourism Assistant

Description: An intern is needed to assist the Group Tour Coordinator and Director of Tourism and Community Partnerships with general research and publicity for group offerings at the Atlanta History Center and Margaret Mitchell House. The intern will have the opportunity to assist with marketing campaigns for group tours as well as general tourism initiatives.

Duties: Intern will learn how to build and maintain contact databases, discover and reach out to target markets, uncover and assist in fulfilling group marketing opportunities, attend tourism industry and related meetings, learn and execute customer relations strategies, and work with other departments in order to promote product. Wrap-up reports of all projects completed will be required.

Desired Qualifications: Marketing, communications, tourism, or public relations course of study and/or experience desired. Intern should be detail-oriented. Strong writing and communication skills; knowledge of Microsoft Word and Microsoft Excel are necessary.

Time Commitment: 10-week commitment. Flexible work schedule. May have to work some weekends.

Public Programs Assistant

Description: An internship in the Public Programs Department will provide experience in all aspects of Public Programs operations at the Atlanta History Center. The museum field is quickly moving away from an emphasis on collections and curation and in the direction of public history, museum education, and interpretation. This internship provides college students the opportunity to work with seasoned Public Program and interpretation professionals on a variety of subjects and to experience the many aspects of developing educational programming for school, family, and adult audiences. Interns will get an inside look at how museums work and the various career opportunities available in the museum field.

Duties:
- Assist with the organization and execution of Poetry Out Loud regional and state competitions
- Mail school tour brochures
- Contact GA state social studies coordinators regarding upcoming school programs
- Make confirmation calls for upcoming school programs
- Prep materials for community outreach programs/events
- Attend community outreach events
- Fact check websites for program content
- Research what programs other institutions offer
- Assist with lecture series duties as needed
- Assist with basic department organization and other duties as assigned

Desired Qualifications: The ideal candidate is pursuing a degree in Museum Studies, History, or related field. Candidates should be comfortable working with children and the general public, and have good customer service skills. Candidates must be organized, reliable, creative, flexible, and have a sense of fun and eagerness to learn.

Time Commitment: 10–12 weeks (may have the opportunity to extend the time). Interns are required to work a minimum of 10 hours a week, and be available to assist with occasional weekend/evening programs or events.

Outreach Programs Assistant - General

Description: Education, engagement, and outreach are at the heart of everything we do at the Atlanta History Center, and as an Outreach Programs Assistant you will be immersed in the application of these principles, furthering our mission in a direct way. The semester will be split into two sections. The first half will involve lesson plan development and outreach inventory, while the second half will focus on developing a new marketing campaign for some of our outreach initiatives.

Duties:
- Inventory and access travel trunks used for school outreach.
- Based on inventory, redevelop content and formatting of teachers’ guides.
- Assist in the brainstorming and development of a new marketing campaign for the outreach department.
**Desired Qualifications:** The ideal candidate is pursuing a degree in Communications, Hospitality, History, English, or related field. Candidates should be comfortable multi-tasking in a fast-paced environment under deadlines. Demonstrated communication skills (including effective speaking and writing skills) are a must as is the ability to interact with the public and be sensitive and considerate to all people. Candidates must be organized, reliable, creative, flexible, and have a sense of fun and eagerness to learn.

**Time Commitment:** 8–10 week commitment. Flexible work schedule.

**Smith Family Farm Historic House Interpretation Assistant**

**Description:** Work with Smith Family Farm Manager to create interactive and participatory guest experiences at the 1860s-era Smith Family Farm.

**Duties:** Assist Smith Family Farm Manager in researching and implementing thematic guest interpretive experiences via first or third-person interpretation techniques. Topic examples could include but are not limited to: 19th-century medicine, African-American history, technology, agricultural science, or textile science as they pertain to the Civil War. Intern will research a relevant topic and create a 20-minute guest experience, activity, or demonstration to be offered to museum visitors. Demonstrations of 19th-century skilled labor or crafting could also be utilized. Examples include but are not limited to: open-hearth cooking, blacksmithing, woodworking, or textile arts such as weaving and dyeing.

**Desired Qualifications:** The ideal candidate has experience and comfort working with public speaking and an interest in all aspects of history. Knowledge of 19th-century Georgia and the Civil War a plus but not required. Experience with museum education and interpretative development is a plus but not required. Creativity, flexibility, historic insight, and a sense of fun and willingness to learn are necessities. Intern will be in period-appropriate costume attire for demonstrations and guest interactions (provided on loan from AHC).

**Swan House Historic House Interpretation Assistant**

**Description:** The Historic House Interpretive shift intern will assist the Swan House Manager in creating an interactive, historically accurate, and participatory guest experience/interpretation for the Swan House. The intern will also assist in implementing training with Swan House staff and volunteer base.

**Duties:** Assist the Swan House Manager in coordinating, developing, and leading new training (historical knowledge, first-person interpretation) for staff and volunteers. Assist Swan House Manager in researching and implementing thematic guest interpretive experiences via first and third-person interpretation techniques. Topic examples could include but are not limited to: the Great Depression, African-American history with a focus on Jim Crow and the early civil rights movement, technology, domestic science, women’s history, decorative arts, and architecture. Intern will research relevant topics and create ongoing guest experiences, activities, or demonstrations to be offered to museum visitors.

**Desired Qualifications:** The ideal candidate has experience and comfort working with public speaking and an interest in all aspects of history. Experience with museum education and interpretative development is a plus but not required. Creativity, flexibility, historic insight, and a sense of fun and willingness to learn are necessities. Intern may be in period-appropriate costume attire for demonstrations and guest interactions (provided on loan from AHC).

**Time Commitment:** 150–200 hours, depending on intern’s needs. Estimate of up to 70 hours will be devoted to research, development, and training; the remainder will be utilized during daily operations for the implementation of guest experience (during the hours of 10:30 AM to 5 PM Monday through Saturday or 12:30 PM to 5 PM on Sundays). Scheduling is flexible and supervised by the Swan House Manager.