



Position Title: Museum Education Intern

Department: Education

Required Commitment Period: Spring Session, flexible hybrid schedule, minimum of 10 hours weekly; 120 hours total.

Start/End Dates: January 10th — April 11th, 2025

Application Deadline: Friday, December 6th, 2024, by 11:59 pm EST

General Description

This position assists the Education Department with Education events planning 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 in administrative tasks related to the education department.
- Assist in communicating with stakeholders.
- Assists with projects pertaining to educational offerings, which may include special programs planning, school tour preparation, group bookings, outreach offerings, and volunteerism.
- Assist with basic department organization and other duties as 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, Public Relations 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. No phone calls please. This is a non-paid internship.