



**Position Title:** Historic House Intern

**Department:** Education

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

**Start/End Dates:** January 10<sup>th</sup> — April 11<sup>th</sup>, 2025

**Application Deadline:** December 6<sup>th</sup>, 2024, by 11:59 pm EST

### **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:

- 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 please upload your resume and cover letter to the AHC website application

page. <https://www.atlantahistorycenter.com/about-us/careers-at-atlanta-history-center/internships/#application>. No phone calls please. This is a non-paid internship.