



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

## PHOTOGRAPHY/COMMUNICATIONS INTERN

Announced December 18, 2007

### **The Organization**

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society is a private, non-profit organization that serves as the historical society for the state of Georgia. GHS is the oldest cultural institution in Georgia and one of the oldest state historical societies in the nation. For nearly 170 years, GHS has fulfilled its mission to collect, preserve, and share Georgia's history by presenting a variety of educational programs, authoring publications on Georgia and southern history, and by operating a library and archives at its statewide headquarters in Savannah.

### **Position Summary**

GHS is looking for an intern with experience in photography to help implement a new photo management system in support of the organization's marketing and communications goals. The intern will be responsible for the creation and implementation of a user-friendly image library system to include the resizing and organization of existing images on GHS's networked files and the creation of an image inventory (in Microsoft Excel). Work includes resizing images, organizing images, sending images, etc.

**Supervisory responsibilities:** None

### **Experience/Skills Required:**

*Knowledge, skills and abilities:* Successful candidate must be an organized self-starter with strong attention to detail. Flexible with excellent interpersonal and communications skills and a willingness to get the job done. Strong computer skills required, including knowledge of MS Office Suite and Adobe Photoshop Elements—working in a PC environment.

*Education/Experience:* This position is ideal for a university student. Those interested in exploring a career in public history and/or museum studies strongly encouraged to apply.

*Experience:* Previous work experience in an office environment a plus.

### **To Apply**

Send cover letter and resume to:

Attn: Photography/Communications Intern

Georgia Historical Society

501 Whitaker Street

Savannah, GA 31401

Fax: (912)651-2831

Email: [ghs@georgiahistory.com](mailto:ghs@georgiahistory.com)

No phone calls please.