



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ [www.georgiahistory.com](http://www.georgiahistory.com)

## POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

### Development & Special Events Intern Announced December 11, 2008

#### **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**

The Georgia Historical Society Development Department seeks an energetic Intern to assist with special projects and day-to-day operations, including public relations and logistical support for our upcoming Georgia Days 2009 events and programming. Duties will include research, assisting with mailings, filing, phone calls to media and elected officials, and onsite support for the Georgia Days Kick-Off Event, the Birthday Bash and Annual Awards Gala, and other events/programs as needed. Please visit [www.georgiahistory.com](http://www.georgiahistory.com) for complete calendar and description of Georgia Days 2009 events.

#### **Knowledge, skills and abilities**

The ideal candidate will have an interest in non-profits, fund raising, marketing, and planning and executing special events. Must be flexible, organized with strong attention to detail, possess excellent communications skills and a willingness to get the job done. Familiarity with MS Office and MS Excel is required for this position. The internship is well suited for undergraduate and graduate students seeking experience in non-profit management and arts administration. Although this is an unpaid internship, this is a great opportunity for candidates interested in non-profit management, fund raising, and public affairs. The number of hours and schedule are flexible, please be available for 10-35 hours a week.

**Supervisory responsibilities:** N/A

#### **To Apply**

Send cover letter and resume to:  
Attn: Development and Special Events Intern  
Georgia Historical Society  
501 Whitaker Street  
Savannah, GA 31401  
Fax: 912.651.2831  
Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)  
No phone calls please.