



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ www.georgiahistory.com

POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

Education and Program 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 Program Department seeks an energetic Intern to assist with special projects and day-to-day operations throughout spring 2009 – to include our upcoming Georgia Days 2009 events. Please visit www.georgiahistory.com for complete calendar and description of Georgia Days 2009 activities. Duties will include exhibit development; communication with local organizations, schools, teachers, and community leaders regarding event and educational opportunities; scheduling volunteers; event publicity; and general office support. This position would also include website content development as well as assistance with the Georgia Historical Marker Program and other GHS programs.

Knowledge, skills and abilities

The ideal candidate will have an interest in history, educational programming, and event promotion. Must be flexible, organized with strong attention to detail, possess excellent communications skills and a willingness to get the job done. Basic knowledge of MS Word and Excel preferred. The position is well suited for undergraduate and graduate students seeking experience in public history, museum education, and/or historical administration. Although this is an unpaid internship, this is a great opportunity for candidates to gain valuable experience in the development and implementation of historical and educational programming. The number of hours and schedule are flexible, but would require 10-25 hours a week – particularly through mid-March 2009.

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: ghs@georgiahistory.com
No phone calls please.