



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

### Communications Intern Announced October 21, 2015

#### 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 175 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 Research Center at its statewide headquarters in Savannah.

#### Position Summary

The Georgia Historical Society seeks an energetic Intern to assist with special projects and day-to-day operations— to include the 2016 *Georgia History Festival* events. Please visit [georgiahistoryfestival.org](http://georgiahistoryfestival.org) for complete calendar and description of upcoming activities. Duties will include research, writing, and supervised management of social media platforms; assisting with event publicity; communication with local, state, and national media; media contact database management; providing support for the *Georgia History Festival* and Trustees Gala, the Georgia Historical Society Historical Marker Program and other GHS programs and events as needed.

#### Knowledge, skills and abilities

The ideal candidate will have a strong interest in media and public relations, as well as history, educational programming, marketing, or event promotion. Must be flexible, organized with strong attention to detail, possess excellent writing and communications skills and a willingness to get the job done. Basic knowledge of MS Word and Excel required. The position is well suited for undergraduate or graduate students seeking experience in public relations, non-profit management, and/or historical administration. This unpaid internship will provide great opportunities for candidates to gain valuable experience in the development and implementation of public relations materials, event collateral and management of social media platforms. This position would require a 10-20 hour per week commitment.

Supervisory responsibilities: N/A

#### To Apply

Send cover letter and resume to:

Attn: Communications Intern

Georgia Historical Society

104 W. Gaston Street

Savannah, GA 31401

Fax: 912.651.2125

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

No phone calls please.