



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

Education and Program Summer Intern  
Announced March 31, 2017

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

Internship Summary

The Georgia Historical Society Program Department seeks an energetic intern who wants to gain industry knowledge through experience with the daily operations of a nationally recognized education and research institution, and to assist with special projects throughout the summer of 2017 (May through August) – to include the development and presentation of new educational materials for Georgia students and teachers. Based at the GHS Savannah headquarters, duties will include resource development; database management; event publicity; and general office support. This internship will also include experience and training in website content development, in particular the enhancement and updating of digital resources to align with the new Georgia Standards of Excellence.

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 Microsoft Office required. The position is well suited for undergraduate and graduate students seeking experience in public history, historical administration and/or social studies education. Although this is an unpaid internship, this is a great opportunity 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 10-15 hours per week.

Supervisory responsibilities: N/A

To Apply

Send cover letter and resume to:  
Attn: Education and Program Intern  
Georgia Historical Society  
104 W. Gaston Street  
Savannah, GA 31401  
Fax: (912)651-2831  
Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)  
No phone calls please.