



### 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 with over five million unique archival treasures. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

### The Opportunity

The Georgia Historical Society seeks an organized, detail-oriented, and energetic student 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 within the GHS Research Center.

The Community Archives Initiative Intern will support GHS in increasing the accessibility of archival materials and developing the archives' role in the community through community-based projects. This project aims to increase diversity and representation in the GHS collections. Tasks will include digitizing images to archival standards, supporting archival processing work, and assisting with various archival projects with the public including genealogical workshops and photo preservation workshops.

This semester-long, grant supported internship (January 2025 - May 2025) will require 10-15 hours per week during the internship period. This is a paid internship opportunity.

This opportunity will provide an intern with basic archival experience, including collection processing support, preservation support, and digitization of archival materials. The intern may also be involved in planning and/or preparing for related onsite and online exhibits and providing educational opportunities to students and the public. The internship requires onsite attendance at GHS's Savannah headquarters.

### Requirements

The ideal student will have completed at least two academic years of coursework toward a degree in History, or a related field, such as Anthropology, Sociology, African American Studies, Women's Studies, or Library and Information Science by July 2024. Further, applicants should have an interest in history, public history, educational theory, museum education, archives, and/or non-profit management. Must be flexible, self-motivated, and organized with strong attention to detail, excellent written and verbal communications skills, and demonstrated customer service. Intermediate knowledge of Microsoft Office including Word and Excel required. Experience with Word Press and/or a content management system (such as ArchiveSpace, ArchivEra, etc.) is a plus.

A complete application will include a resume and a cover letter.

### To Apply

Application period: November 1, 2024 – December 15, 2024

Send cover letter and resume to:

Georgia Historical Society

Attn: Human Resources

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

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

*No phone calls please*