



Education and Program Intern

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia and American 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.

Internship Summary

The Georgia Historical Society seeks an organized, detailed-oriented, and energetic student who wants to gain industry knowledge through experience with the daily operations of a nationally recognized education and research institution. The successful candidate will assist with special projects, including 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, communication with local organizations, schools, teachers, and community leaders, event publicity, and general office support. This internship will also include website content development as well as assistance with various educator and student training projects and other GHS programs. This semester-long internship (January 2026 – May 2026) will require 15-20 hours per week during the internship period. A stipend is available for this internship.

Requirements

The ideal candidate will have an interest in history, public history, educational programming, event promotion, museum education, archives, and/or non-profit management. Must have completed at least two academic years of coursework toward a degree in Education or History, or a related field, such as Anthropology, Sociology, African American Studies, Women's Studies, or Library and Information Science by July 2025. Must be flexible, self-motivated, and organized with strong attention to detail, excellent written and verbal communication skills, and customer service experience. Intermediate knowledge of Microsoft Office including Word and Excel required. Experience with Word Press, Canva, and/or content management systems (such as ArchiveSpace, ArchivEra, PastPerfect, etc.) is a plus.

A complete application will include a cover letter, resume, and a letter of recommendation from university faculty.

To Apply

Application Period: November 1, 2025 – December 12, 2025

Send cover letter and resume to:

Education and Program Internship

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please