



**Computer Museum of America  
Roswell, GA**

**Public Programs Internship**

**Description:**

The Computer Museum of America (CMoA) is a nonprofit history museum located in Roswell, Georgia. The Museum opened in July 2019 which allows interns the unique opportunity of working with a startup nonprofit organization.

CMoA currently seeks a student interested in helping to grow the public programs offerings in alignment with the museum's mission. Public programs include events such as workshops, speakers, or similar in-house activities.

This person will be asked to:

1. Assist Museum staff with the continuation of existing programs and the creation of new programs that would be of interest to museum visitors of all ages
2. Research and communicate with potential contacts such as speakers or workshop facilitators
3. Take photos during these events and other activities to use in marketing campaigns
4. Assist with the creation of marketing materials for the events

This internship is a wonderful opportunity for someone interested in pursuing a career in project management or museum studies. This is an unpaid internship and is considered a volunteer position.

**Schedule:**

The intern would work a minimum of 10 hours per week for a semester or other agreed upon time period. The hours may be worked in a combination of times and days, both onsite or remote.

**Desired Qualifications:**

- Is organized and detail oriented
- Is able to work independently as well as under direction
- Is outgoing and comfortable talking to people
- Has experience in working with volunteers or as a volunteer
- Has experience organizing events for a club or other organization

**Please apply by sending:**

1. Cover Letter / Letter of Interest
2. Resume

**Applications can be emailed to:**

Becah Jubon - Education and Public Programs Manager

Email - [bjubon@thecmoa.org](mailto:bjubon@thecmoa.org) Please, no calls.

Use Subject Line: Public Programs Internship