



**Historic Athens  
Welcome Center**

*Your Destination for History &  
Hospitality • Built in 1820*

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## **Internships at the Historic Athens Welcome Center**

The Historic Athens Welcome Center is proud to offer internship opportunities that provide an immersive introduction to the realms of history, culture, and tourism development.

### **Semester-Long or Summer Internships:**

Our internships are meticulously structured to align with academic schedules, providing options for semester-long commitments and summer engagements.

### **Project-Centric Approach:**

As an intern at the Welcome Center, you will not be relegated to routine tasks. Instead, you will engage in substantive projects, each with well-defined deliverables, affording you the opportunity to make a substantial impact on our institution and the community as well as your professional portfolio.

### **Diverse Fields of Study:**

We extend a warm welcome to students hailing from diverse academic disciplines, such as:

- **Museum Studies:** Immerse yourself in the intricate facets of museum curation, exhibition design, and visitor engagement.
- **Non-Profit Management:** Acquire invaluable insights into the operational intricacies of a non-profit organization.
- **Public History:** Play an integral role in the preservation and dissemination of the rich history of Athens, Georgia, and its environs.
- **Travel/Hospitality:** Delve into the intricacies of travel and hospitality, ensuring a memorable experience for every visitor.
- **Media and Marketing:** Develop your marketing and media competencies while promoting our diverse programs and initiatives.

### **Propose an Internship Project:**

To express your interest in securing an internship, kindly complete and submit an Internship Proposal Form found at [bit.ly/hawcinternship](http://bit.ly/hawcinternship). Furthermore, feel free to direct any inquiries or seek information about current openings by contacting [director@athenswelcomecenter.com](mailto:director@athenswelcomecenter.com).

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Questions? Email Michelle Nguyen at [director@athenswelcomecenter.com](mailto:director@athenswelcomecenter.com)



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## **Instructions for Completing the Internship Proposal Form**

### **Personal Information:**

- Provide full name, email, phone, and address.
- Include university, major, expected graduation date, and GPA.

### **Internship Details:**

- Indicate preferred start and end dates.
- Choose internship type (semester/summer).
- Specify weekly availability.

### **Project Proposal:**

Create a detailed project proposal including:

1. **Project Title:** Give your project a concise and descriptive title.
2. **Project Description:** Explain the purpose, goals, and expected outcomes of your proposed project.
3. **Project Timeline:** Outline the key milestones and deadlines for your project.
4. **Methodology:** Describe how you plan to approach and execute the project.
5. **Skills and Resources:** List any skills, tools, or resources you will need to complete the project.
6. **Benefits to the Welcome Center:** Explain how the project will benefit the Welcome Center and its mission.
7. **Challenges and Mitigation:** Anticipate any challenges you may encounter and how you plan to address them.

### **Resume/CV, Cover Letter, Reference:**

- Attach a PDF with academic/work background and skills.
- Attach a cover letter explaining your interest and relevant skills.
- Provide contact info for two academic/professional references.

**Additional Information:** Share how you found this opportunity.

Please ensure that you have carefully reviewed and completed all sections of the application form before submission. Incomplete applications may not be considered. Thank you for considering an internship with us, and we look forward to reviewing your application.

Submit Internship Proposals at [bit.ly/hawcinternship](http://bit.ly/hawcinternship).

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