

DALLAS HOLOCAUST MUSEUM CENTER for EDUCATION and TOLERANCE

Internships at the Dallas Holocaust Museum/Center for Education and Tolerance

The Dallas Holocaust Museum offers two internship opportunities in our Education department. These interns will work closely with Education staff in our Archives and on our Curriculum Trunk Program for students. Applicants must submit a current resume along with a cover letter that specifies the preferred intern position. Please direct submissions to Annie Black, ablack@dallasholocaustmuseum.org.

Position: Curriculum Trunk Program Intern

Under the direction of the Director of Education, the Curriculum Trunk Program Intern will develop updated materials for trunks, help manage reservations from educators, and assist with logistics for trunk delivery and return. Responsibilities include organizing and taking inventory of curriculum trunks, researching available educational materials, creating a basic budget, and updating trunks.

Preferred Skills:

- Knowledge of Holocaust history and human rights
- Attention to detail
- Experience with logistics

Position: Library and Archives Intern

Under the direction of the Museum Archivist, the Library and Archives Intern will create or enhance catalog records and add digital surrogates to a searchable database, Past Perfect Online. In addition to cataloging and digitization projects, the Intern may be asked to provide support for other ongoing projects, such as maintaining the Museum's library and updating an inventory of the artifact collection.

Preferred Skills:

- Ability to perform detailed work with close attention and accuracy
- Proficiency in basic computer skills
- Historical understanding of the Holocaust
- Familiarity with library and archive descriptive techniques/cataloging
- Familiarity with digitization/object photography techniques