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## Volunteer and Intern Program

### Who We Are:

The Dallas Jewish Historical Society works to collect and preserve the papers, photographs, and artifacts that illustrate the history of the Jewish community in Dallas. We strive to keep the past alive through innovative programming, community outreach, and by making our collections accessible to our patrons and researchers. Our archive includes textual documents, maps, photographs, slides, artwork, objects, textiles, and an extensive oral history collection in various formats from cassette to digital. Programs include the Lecture Series, the Oral History Program, and Historic Bus Tours, as well as events throughout the year, in collaboration with other community organizations.

### Volunteering with DJHS:

Our community engagement efforts and daily tasks result in a surplus of projects that include everything from filing, data entry, or research, to occasional editing and revision of outgoing communications. Volunteers will directly report to the DJHS Archivist and Volunteer Director, but will also occasionally assist the Executive Director and Administrative Assistant with various projects or clerical tasks, as assigned. This is an excellent opportunity to learn more about archival practices and the Dallas Jewish community, while earning historical preservation experience in a nonprofit setting.

DJHS requires a commitment for a minimum of three (3) months, with no less than four (4) hours per week. Volunteer hours must be served in increments of no less than two (2) hours. Each volunteer opportunity and internship is unique and based on the experience, education, and interests of each applicant, as well as the requirements of the applicant's college or university, if applicable. While we will provide guidance in assigning projects and duties, we encourage active participation from applicants in designing their volunteer or internship projects.

### DJHS Volunteer Mission Statement:

The Dallas Jewish Historical Society:

- 1) Has always utilized volunteers from the community to enrich the historical information related to archival collections and programming and to engage the community with its history,
- 2) Strives to connect with and train future historians, archivists, and collection managers, and
- 3) Broaden our audience and patron scope by broadly welcoming members of the broader Dallas community to participate and be a part of our organization.

### **Possible Projects and Tasks:**

- Assist with heightening social media presence and campaigns, including historical research
- Conduct oral history interviews (*training provided*)
- Assist with oral history interviews by acting as videographer (*training provided*)
- Assist to organize, prepare, install/de-install, and write interpretive text for historical displays
- Assist with processing and describing donations
- Data entry—enter archival information in museum software database (*training provided*)
- Data migration—hands-on work with oral history interviews to transfer analog data to digital formats (*training provided, if necessary*)
- Clerical work, such as photocopying and filing of intuitional and archival materials
- Design promotional materials for agency events and fundraising
- Assist with rehousing objects and collections within the archive by building custom boxes and sleeves for archival materials (*training provided*)
- As needed opportunities: artifact and event photography, special events, receptions, outreach activities, help with mailings, and other light office tasks

\*\*The above list is not exhaustive or comprehensive. Projects can and will be individualized based upon interests and skill sets of each volunteer, as well as the needs of DJHS\*\*

### **Requirements and Qualifications:**

- In-progress Bachelor's degree in history, Jewish studies, archives, library science, or related field
- Excellent organizational skills and attention detail
- Willingness and desire to learn about archival practices
- Proficiency with Microsoft Office necessary
- Strong written and verbal communication skills
- Commitment to effective time management

### **Requested Materials:**

- Cover letter—please include any projects or interests you would like to explore
- Resume
- Completed volunteer application

### **For further information, questions, or comments, please contact:**

Jessica Schneider

Archivist and Volunteer Director

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