

# DALLAS \_\_\_\_\_ HOLOCAUST AND HUMAN RIGHTS \_\_\_\_\_ MUSEUM

## GROUP TOUR INTERNSHIP

### Paid Position

#### Summary:

Department: Education

Reports To: Education Coordinator

Duration: June 1 – August 7, 2020, 30-35 hours per week

Updated: January 29, 2020

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with various tasks and responsibilities related to data entry and booking and tracking of group tour reservations. Under the direction of the Education Coordinator, the Group Tour Intern will be involved in the day-to-day operations of the team.

#### Responsibilities:

- Enter group tour data into Patron Manager database
- Review and update historical group tour data in Patron Manager database
- Assist in scheduling group tour reservations, invoicing groups, and corresponding with group tour contacts regarding upcoming reservations by email and phone
- Track scholarship/grant funds related to student groups
- Assist with the creating, editing, and proofreading of internal and external group tour documents
- Other duties as assigned

#### Key Requirements:

- Willing to support the mission of the Dallas Holocaust and Human Rights Museum
- Able to interact well with group tour contacts, Museum visitors, and Museum staff
- Strong listening and communication (written and verbal) skills
- Strong organizational skills

## JOB REQUIREMENTS

*Education:* Enrolled as an undergraduate or graduate student

*Experience:* No prior experience required

**Proficiencies:**

- Microsoft Office
- Data entry
- Editing/proofreading skills

To apply, please send to Annie Black, Director of Programs & Volunteers, [ablack@dhrm.org](mailto:ablack@dhrm.org):

1. Cover letter referencing the job title
2. Resume