

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

## LIBRARY & ARCHIVES PRACTICUM

### Unpaid Position

#### Summary:

Department: Education

Reports To: Director of Library & Archives

Duration: June 1 – August 7, 2020, 10-15 hours per week

Updated: January 23, 2020

The Dallas Holocaust and Human Rights Museum is seeking summer practicum students to assist with various tasks and responsibilities in the Library and Archives. Under the direction of the Director of Library & Archives, the Library & Archives Practicum student will be involved in the day-to-day operations of the department.

#### Responsibilities:

After a period of thorough training, the Practicum student will be assigned a project that both enhances the student's learning experience and fulfills partial degree requirements in the fields of library science or museum studies. Students will be matched with a project in the Library and Archives which could include:

- Creating descriptive finding aids for institutional archives materials
- Creating catalog records for the library collection
- Creating or enhancing catalog records in a searchable database, Past Perfect Online

#### JOB REQUIREMENTS

*Education:* Enrolled as an undergraduate or graduate student

*Experience:* No prior experience required

#### Proficiencies:

- Microsoft Office
- Preservation or object handling experience a plus
- Experience with archival and/or library cataloging a plus

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

1. Cover letter referencing the job title
2. Resume