



GINETTE (MANDELBLUM) ALBERT LIBRARY & ARCHIVES INTERNSHIP

Paid Position

Summary:

Department: Education
Reports To: Director of Library & Archives
Duration: Fall Semester 2020, 30 hours/week
Updated: January 23, 2020

The Dallas Holocaust and Human Rights Museum is seeking summer interns to assist with various tasks and responsibilities in the Library & Archives. Under the direction of the Director of Library & Archives, the Ginette (Mandelblum) Albert Library & Archives Intern will be involved in the day-to-day operations of the department.

Responsibilities:

After a period of thorough training, the Intern will create or enhance catalog records and add digital surrogates to a searchable database, Past Perfect Online. In addition to daily progress on cataloging and digitization projects, the Intern will be asked to provide support for important ongoing projects, including but not limited to:

- Maintaining the Museum's library
- Updating an inventory of the artifact collection
- Assisting with the Museum's artifact-based programming

Key Requirements:

- Knowledge of and interest in Holocaust history and human rights
- Willingness to support the mission of the Dallas Holocaust Museum
- Ability to perform detailed work with accuracy
- Proficiency in basic computer skills
- Familiarity with library and archive descriptive techniques / cataloging
- Familiarity with digitization / object photography techniques
- Foreign language ability

JOB REQUIREMENTS

Education: Enrolled as an undergraduate or graduate student, or a recent graduate

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@dhrm.org:

1. Cover letter referencing the job title
2. Resume