

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

**Project Cataloger**

Department: Education  
Reports To: Director of Library & Archives  
FLSA Status: Full-Time/Non-Exempt

**Summary:**

As part of the IMLS Museums for America grant-funded project, Project Cataloger will provide original cataloging and digitization services for Holocaust-related art, artifacts, and archival materials housed at the Dallas Holocaust and Human Rights Museum. The Project Cataloger will create or enhance catalog records and add digital surrogates to a searchable database, PastPerfect Online. The cataloger will be asked to use critical thinking and research skills to apply accurate descriptions of objects and to apply authority control to each record (including Library of Congress FAST subject headings, Getty Thesaurus of Names, etc.). The Cataloger will assist with archival outreach events, donor relations, and reference duties in the Archivist's absence.

**Job Duties:**

- Create highly descriptive catalog records, including digital surrogates, for Museum objects.
- Accurate and thorough application of descriptive and technical metadata, based on the metadata guidelines provided during training.
- Effective communication and timely completion of cataloging quotas.

**Key Requirements:**

- Master's degree, Library and Information Science or Museum Studies preferred
- Ability to perform detailed work with close attention and accuracy
- Ability to balance quality and quantity
- Proficiency in basic computer skills
- Familiarity with library and archive descriptive techniques / cataloging preferred
- Historical understanding of the Holocaust preferred

**Competencies**

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Service

6. Integrity
7. Initiative
8. Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer, we value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to [resume@dhrm.org](mailto:resume@dhrm.org)