summary:
dept: education
reports to: director of library & archives
duration: september 19 – november 18, 2022, 25 hours/week
updated: april 7, 2022

the dallas holocaust and human rights museum is seeking a fall semester intern to assist with cataloging newly acquired oral histories in the library and archives. this is an in-person position.

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 web edition & public access.

key requirements:

• knowledge of and interest in holocaust history and human rights
• willingness to support the mission of the dallas holocaust and human rights museum
• ability to perform detailed work with accuracy
• proficiency in basic computer skills
• familiarity with library and archive descriptive techniques/cataloging

job requirements

education: enrolled as an undergraduate or graduate student, or a recent graduate
experience: no prior experience required

proficiencies:

• microsoft office
• experience with oral history projects a plus
• experience with archival and/or library cataloging a plus
The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

To apply, please send to Annie Black, Director of Programs & Volunteers, ablack@dhhrm.org:
1. Cover letter referencing the job title
2. Resume