

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

ORAL HISTORY INTERN

Paid Position

Summary:

Department: 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