



**GINETTE (MANDELBLUM) ALBERT LIBRARY & ARCHIVES INTERN**

**Paid Position**

**Summary:**

Department: Education  
Reports To: Director of Library & Archives  
Duration: June 5 – August 18, 2022, 28.5 hours/week  
Updated: January 11, 2023

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with various tasks and responsibilities in the Library and 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. 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. In addition to daily progress on cataloging and digitization projects, the Intern will 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 and Human Rights 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

### **Physical Requirements**

- Standing and walking are required
- Ability to lift up to 40 pounds

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](mailto:ablack@dhhrm.org):

1. Cover letter referencing the job title
2. Resume