

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

MARKETING INTERN

Paid Position

Summary:

Department: Marketing

Reports To: Chief Advancement and External Affairs Officer

Duration: June 5 – August 4, 2023, 25 hours per week

Updated: January 12, 2023

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with various tasks and responsibilities in the Marketing Department. Under the direction of the Communications Manager, this intern will be directly involved in planning and day-to-day operations of the department. This is an in-person position.

Responsibilities:

- Work on video, photographic and graphic design projects
- Help implement an effective plan to engage millennial Museum visitors
- Research other Museums and attractions for data regarding marketing and advertising needs
- Assist in creating marketing kits for Community Partners
- Review website to identify needed corrections and updates
- Collect visitor data and identify trends
- Attend and participate in team meetings and Museum events
- Assist in other duties as directed by the Chief Advancement and External Affairs Officer

Key Requirements:

- Interested in developing skills in marketing and communication
- Willing to support the mission of the Dallas Holocaust and Human Rights Museum
- Able to interact well with Museum staff, students, and visitors

JOB REQUIREMENTS

Education: Enrolled as an undergraduate or graduate student

Experience: No prior experience required

Proficiencies:

- Microsoft Office, including Excel
- Videography and/or graphic design skills a plus
- Organized and detail-oriented

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