

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 7, 2024, 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.

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

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

Competencies

- | | |
|-------------------------------------|---------------------------|
| 1. Judgement/Decision Making | 5. Customer Focus |
| 2. Communication – Oral and Written | 6. Integrity |
| 3. Organization/Planning | 7. Initiative |
| 4. Business Literacy | 8. Collaboration/Teamwork |

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph, and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

To apply, please send to Brittnei Coe, Volunteer Coordinator, bcoe@dhhrm.org:

1. Cover letter referencing the job title
2. Resume