

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

ORAL HISTORY INTERN

Paid Position

Summary:

Department: Education

Reports To: Director of Library & Archives

Duration: June 3 – August 2, 2024, 25 hours/week

Updated: January 11, 2023

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with cataloging newly acquired oral histories in the Library and Archives. 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:

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

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

- Strong writing skills. Please be prepared to submit a writing sample.
- Strong research skills

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