



## **LIBRARY & ARCHIVES INTERN**

### **Summary:**

Department: Education  
Reports To: Director of Library & Archives  
Internship Status: Unpaid Internship (available for credit), part-time  
Duration: Fall 2025 or Spring 2026  
8 – 12 hours/week, weekdays between 9:00 am and 5:00 pm.

The Dallas Holocaust and Human Rights Museum is seeking an intern to assist with various tasks and responsibilities in the Library and Archives. Under the direction of the Director of Library & Archives, the 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:

- Foreign language preferred
- 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

### 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.

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 Brittnei Coe, Volunteers Manager, [bcoe@dhhrm.org](mailto:bcoe@dhhrm.org):

1. Cover letter referencing the job title
2. Resume