

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

Public Programs Intern

Paid Position

Summary:

Department: Education

Reports To: Public Programs Manager

Duration: June 10, 2026 – August 12, 2026

Updated: October 7, 2025

Application Period: March 4, 2026- April 15, 2026

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with a summer project and programming tasks and responsibilities in the Public Programs Department. Under the direction of the Public Programs team and with support from the Volunteers Manager, this intern will be directly involved in day-to-day operations within the department. This is an in-person position.

Responsibilities:

The Intern will provide support for critical ongoing projects, including:

- Public Program Speaker and Topic Research to support grant applications from 2027 onward. This research will cover Holocaust history, antisemitism, human rights issues, current events, civics, genocide history, civil rights, and other topics. The intern will develop comprehensive public program ideas, including speakers, workshops, and discussion outlines related to these topics. At the end of the internship, the intern will present to the Public Programs Team.
- Assist with the execution of programs (this internship requires the Programs intern to work a few evenings and one to three Sunday afternoons).
- Learn to use the Museum database Patron Manager to input and collect program-information.
- Research public programming and groups at other Holocaust museums and centers to identify opportunities and gaps in Museum programming topics, methodology, and partnerships.
- Transcribe program recordings from past programs and create a working document of speaker quotes.
- Assist in other duties as directed by the Public Programs department.

Key Requirements:

- Experience with Microsoft Office Suite, including Microsoft Excel
- Ability to work independently and take initiative on projects
- Discretion when dealing with sensitive issues and information
- Strong research skills
- Strong communication skills (written and verbal). Please be prepared to submit a writing sample.

- Willingness to support the mission of the Dallas Holocaust and Human Rights Museum to teach the history of the Holocaust and advance human rights to combat prejudice, hatred, and indifference
- Ability to interact well with Museum staff, students, and visitors

JOB REQUIREMENTS

Education: Enrolled as an undergraduate or graduate student

Experience: The ideal candidate will be detail-oriented, have strong communication, organizational, and research skills, and exhibit initiative and resourcefulness. Interest in a career in nonprofit management, events coordination, or museum operations preferred.

Physical Requirements:

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

Competencies:

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|-------------------------------------|---------------------------|
| 1. Judgment/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 submit the following to internships@dhhrm.org :

A single PDF file containing:

- a. Cover letter referencing the job title
- b. Resume