

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

GINETTE (MANDELBLUM) ALBERT LIBRARY & ARCHIVES INTERN

Paid Position

Summary:

Department: Education
Reports To: Director of Library & Archives
Duration: June 10 – August 15, 2025, 28.5 hours/week
Updated: March 13, 2025

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with various tasks and responsibilities in the Library and Archives. Under the direction of the Director of Library & Archives, the Ginette (Mandelblum) Albert Library & Archives Intern will be involved in the 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:

After a period of thorough training in museum collections management standards and artifact digitization, 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:

- Rehousing 3D artifacts
- Performing spot-check inventories of museum collections
- Assisting with the Museum's artifact-based programming
- Assist with deinstallation and installation of special exhibits as needed
- Assist the Collections Team with collection and display maintenance

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
- Strong research skills

- Proficiency in basic computer skills
- Familiarity with archival descriptive techniques/cataloging or museum collections cataloging standards
- Understanding of current metadata standards
- Familiarity with digitization/object photography techniques preferred
- Ability to read cursive handwriting preferred

Proficiencies:

- Microsoft Office
- Preservation or object handling experience a plus
- Experience with museum collections, archival and/or library cataloging a plus
- Experience with museum collections management software like Past Perfect or similar
- Strong writing skills. Please be prepared to submit a writing sample.

Physical Requirements:

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

Competencies:

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|-------------------------------------|---------------------------|
| 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 submit the following to Brittnei Coe, Volunteers Manager, bcoe@dhhrm.org:

- A single .PDF file containing:
 - a. Cover letter referencing the job title
 - b. Resume

