

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

BARNES EDUCATION INTERN

In memory of Pam Barnes, former Program and Volunteer Coordinator

Paid Position

Summary:

Department: Education

Reports To: Ackerman Family Director of Education

Duration: June 10 – August 8, 2025, 25 hours per week

Updated: March 12, 2025

The Dallas Holocaust and Human Rights Museum is seeking two summer interns to assist with various tasks and responsibilities in the Education Department. Under the direction of the Ackerman Family Director of Education, the Barnes Education Interns will be involved in the department's daily operations. 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:

- Assist with summer teacher workshops on Holocaust education, including planning and virtually attending the workshops
- Help plan and execute educational student programs and events, including summer camps
- Assist in development of the lessons and resources in the Upstander Education Database
- Assist in development and organization of the Upstander Partnership materials
- Assist with preparations for school group visitors in the 2024-2025 school year
- Support daily tasks and activities of the Education Department
- Attend Education Department meetings as requested
- Other duties as assigned

Key Requirements:

- Knowledge of and interest in Holocaust history and human rights
- Willing to support the mission of the Dallas Holocaust and Human Rights Museum
- Willing to work with students from kindergarten through high school.
- 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
- Basic video editing skills a plus
- Spanish language fluency 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.

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