

# DALLAS \_\_\_\_\_ HOLOCAUST AND HUMAN RIGHTS \_\_\_\_\_ MUSEUM

## ORAL HISTORY INTERN

### Paid Position

#### Summary:

Department: Education  
Reports To: Director of Library & Archives  
Duration: June 10 – August 8, 2025, 25 hours/week  
Updated: March 13, 2025

The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with cataloging 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
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
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](mailto:bcoe@dhhrm.org):

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