

## CURRICULUM TRUNK PROGRAM INTERN

**Summary:**

Department: Education  
Reports To: Director of Education  
Duration: June 1 – August 10, 2018, 35 hours per week  
Updated: March 8, 2018

The Dallas Holocaust Museum/Center for Education and Tolerance is seeking an intern to assist with curriculum trunk program in the Education Department. Under the direction of the Director of Education, this intern will develop updated materials and logistics for the curriculum trunks.

**Job Duties:**

- Organize and take inventory of curriculum trunks
- Research available educational materials for the trunks
- Create a basic cost budget for the update
- Help create new lesson plans for the trunks
- Update the trunk reservation process in preparation for the 2018-2019 school year
- Present educational session on the trunks at teacher workshop
- Other duties in the Education Department as necessary
- Attend all Education Department meetings

**Key Requirements:**

- Enrolled as an undergraduate or graduate student at an accredited college or university
- Knowledge of and interest in Holocaust history and human rights
- Willing to support the mission of the Dallas Holocaust Museum
- Able to interact well with Museum staff, students, and visitors
- Must be available for orientation on June 1, 2018

### JOB REQUIREMENTS

*Education:* Enrolled as an undergraduate or graduate student  
*Experience:* No prior experience required

**Proficiencies:**

- Microsoft Office

Applicants, please send cover letter referencing the job title and resume to Annie Black, Assistant Director of Programs, [ablack@dallasholocaustmuseum.org](mailto:ablack@dallasholocaustmuseum.org).