

# DALLAS HOLOCAUST MUSEUM CENTER for EDUCATION and TOLERANCE

## EDUCATION INTERNSHIP

### Summary:

Department: Education

Reports To: Director of Education

Duration: June 10 – August 9, 2019, 30-35 hours per week

Updated: January 22, 2019

The Dallas Holocaust Museum/Center for Education and Tolerance is seeking summer interns to assist with various tasks and responsibilities in the Education Department. Under the direction of the Director of Education, the Education Interns will be involved in the day-to-day operations of the department as well as preparations for the opening of the new Dallas Holocaust and Human Rights Museum.

### Responsibilities:

- Assist with summer teacher workshops on Holocaust education, including planning and attending the workshops
- Help plan and execute educational programs and events at the Museum and off site
- Organize and take inventory of curriculum trunks in preparation for the 2019-2020 school year
- Assist with preparations for school group visitors in 2019-2020 school year
- Help second generation (2G) survivor speakers develop presentations for school groups
- Attend Education Department meetings as requested
- Help with Holocaust & Human Rights Conference as needed and attend the conference July 8 – 10, 2019
- 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 Museum
- 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

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