DALLAS HOLOCAUST
MUSEUMCENTER
for EDUCATION and TOLERANCE

2G INTERN

Summary

Department: Education
Reports To: Senior Director of Education
Duration: June 5 – August 3, 2017, 30 – 35 hours per week
Updated: March 13, 2017

The Dallas Holocaust Museum/Center for Education and Tolerance is seeking an intern to assist with various tasks and responsibilities in the Education Department. Under the direction of the Senior Director of Education, this intern will be directly involved in planning and day-to-day operations of the department.

Job Duties:

- Assist with summer teacher workshops on Holocaust education, including planning and attending the workshops with the Senior Director of Education and Assistant Director of Education
- 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 2017-2018 school year
- Assist with preparations for school group visitors in 2017-2018 school year
- Help second generation (2G) survivor speakers develop presentations for school groups
- Attend all Education Department meetings
- Help with Holocaust & Human Rights Conference as needed and attend the conference July 31 – August 2, 2017

Key Requirements:

- Enrolled as an undergraduate or graduate student
- Knowledge of and interest in Holocaust history and human rights
- Familiar with Microsoft Office
- 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 experience required

Proficiencies:

- Microsoft Office
- Video editing skills a plus
- Spanish language fluency a plus

Applicants, please send cover letter referencing the job title and resume to ablack@dallasholocaustmuseum.org.