

HOLOCAUST & HUMAN RIGHTS CONFERENCE 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 the planning and execution of our annual Holocaust & Human Rights Educator Conference, a three-day conference for 100 teachers. This intern will report to the Director of Education.

Job Duties:

- Assist with conference registration and manage educator RSVPs
- Help plan conference logistics, including hotel reservations, meals, on-site registration, and Museum store
- Secure donations from local vendors for conference meals and other supplies
- Help coordinate schedules and travel for conference speakers
- Other duties in the Education Department as necessary
- Attend all Education Department meetings
- With Assistant Director of Education, manage on-site operations for conference, July 23 – 25, 2018

Key Requirements:

- Enrolled as an undergraduate or graduate student
- 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, conference attendees, and vendors
- 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.