

2G INTERN

Summary

Department: Education
Reports To: Assistant 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 the planning and execution of our annual Holocaust & Human Rights Conference for educators, a three-day conference for 100 teachers. This intern will report to the Assistant 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
- Attend all Education Department meetings
- With Assistant Director of Education, manage on-site operations for 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
- Willing to support the mission of the Dallas Holocaust Museum
- Able to interact well with Museum staff, conference attendees, and vendors

JOB REQUIREMENTS

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

Proficiencies:

- Microsoft Office

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