

## Library and Archives Volunteer Intern

Department: Education  
Reports To: Archivist/Special Collections  
FLSA Status: UNPAID Volunteer Intern

The Dallas Holocaust Museum/Center for Education and Tolerance seeks an intern to assist with archival processing and library cataloging projects. The Archivist will provide training in library cataloging and archival best practices.

### Job Responsibilities

After a period of thorough training, the Library and Archives Intern will create or enhance catalog records and add digital surrogates to a searchable database, Past Perfect Online. In addition to daily progress on cataloging and digitization projects, the Intern will be asked to provide support for important ongoing projects, including but not limited to:

- Maintaining the Museum's library.
- Updating an inventory of the artifact collection.
- Assisting with the Museum's artifact-based programming.

### Position Requirements and Qualifications

**Education:** Enrolled as an undergraduate or graduate student.

**Experience:** No previous experience required.

### Preferred skills:

- Ability to perform detailed work with close attention and accuracy
- Proficiency in basic computer skills
- Familiarity with library and archive descriptive techniques / cataloging
- Familiarity with digitization / object photography techniques
- Historical understanding of the Holocaust
- Foreign language ability

Applicants, please send cover letter referencing the Library and Archives Volunteer Intern position to the Archivist at [archives@dallasholocaustmuseum.org](mailto:archives@dallasholocaustmuseum.org).