

OLD RED MUSEUM

OF DALLAS COUNTY HISTORY & CULTURE



Internships at the Old Red Museum of Dallas County History & Culture

Interns at the Old Red Museum develop a substantial working knowledge of the role and functions of the museum as well as the history and architecture of the 1892 Dallas County Courthouse that houses the institution. Each intern is assigned to work with a staff member on educational or curatorial projects, such as visitor programs, social media, exhibit content, and collections management. Applicants are required to submit a current resume along with a cover letter which specifies one or more preferred project areas.

Position: Education and Programs Intern (Summer Semester)

The Education Intern will assist the staff in facilitating current summer programs and history labs along with researching grants available for the department. This position will be responsible for the Old Red social media platforms and helping to craft and disseminate email marketing campaigns. The Intern will help coordinate the annual history conference with Education Director that takes place in the fall.

Required Qualifications

- In-progress Bachelor's degree in history, education, museum education or related field.
- An appreciation for North Texas history is helpful.
- Demonstrated excellence in writing, public speaking and verbal communication skills.
- Excellent organizational and interpersonal skills.
- Proficiency with Microsoft Office necessary.
- Experience with Hootsuite is a plus.
- Must be able to handle many activities and projects simultaneously.
- Must be friendly and have a helpful disposition for dealing with the public.

Position: Curatorial Intern (Summer Semester/ Fall-Winter Semester)

The Curatorial Intern will assist staff in cataloguing the museum's collection of three-dimensional artifacts and archival materials. Duties include organizing and cataloging collections of paper, ephemera, historic photographs, and artifacts by assigning them accession numbers and entering data into PastPerfect® museum software. Depending on the current needs of the Collections and Exhibits Director, the intern may also conduct research on content and collections for upcoming Temporary Exhibitions.

Required Qualifications

- In-progress Bachelor's degree in history, library science, museum studies, or related field.
- An appreciation for North Texas history is helpful.
- Excellent organizational and interpersonal skills.
- Proficiency with Microsoft Office necessary.
- Previous experience with collections, knowledge of collections management principles and practices.
- Experience with PastPerfect® software is a plus.

Examples of Past Intern Projects

- Researched content for "Dallas on the Homefront" exhibit.
- Organized and created searchable files on the museum's institutional history.
- Created a database for visitor feedback surveys.
- Developed content and hands-on educational experiences for museum Discovery Carts.
- Catalogued artifacts.