

Holocaust Museum LA - Archival Internship

The preservation of historical documents and artifacts is a crucial practice in understanding, teaching, and learning from history. Holocaust Museum LA is committed to the preservation and retention of artifacts in both physical and digital format. The Museum strives to make its collection accessible online, transitioning and maintaining a catalogue of primary sources on a digital platform, and providing free public access to this platform as a resource for scholars, teachers, and students. The Museum's online archival database provides digital access to these important resources and receives visitors from around the world.

The Museum's internship program invites qualified candidates to learn about the Holocaust, as well as the way in which a museum operates, specifically related to the archives. Working virtually, interns will learn and assist with the various methods and steps required to process, digitize, preserve, and catalog artifacts in an environment dedicated to Holocaust history and education. Interns will have the opportunity to research, organize and catalog artifacts donated to the Museum's collection, making them accessible via the Museum's digital database.

Duties:

- Organize and catalogue materials for the Museum's collection, including conducting background and historical research, translation (where applicable), etc.
- Assist Archives staff in various tasks related to the administration and cataloguing of the physical records relating to the Museum's archive and collection.
- Provide research assistance for Museum exhibits and social media postings as needed.

Internship Qualifications:

Required:

- Enrollment in undergraduate or graduate program, preferably with a focus in history, library studies or museum studies.
- Interest in archival methods and research.
- Strong written communication skills, including a knowledge of editing and composition.
- Ability to work both independently and as part of a team.
- Strong computer skills.

Preferred:

- Interest in Holocaust and 20th-century European history
- Social media skills, or previous experience with a Collections Management System
- Fluency in: German, Polish, Dutch, French, Russian, or Hungarian

****Internship can be offered as course credit when arranged with applicable university****

To apply for this internship, please email a cover letter, a copy of your resume and a writing sample to christie@hmla.org.