



MONUMENTS MEN FOUNDATION

For the Preservation of Art



Database and Archival Internship

Monuments Men Foundation for the Preservation of Art

Job Description: Database and Archival Intern

- Volunteer position with honorarium to be discussed

Project Term: June 1, 2020 - August 14, 2020

Part-time, 15 hours per week; flexible scheduling

Location: Dallas, TX

Reports To: Senior Researcher

APPLICATIONS DUE: April 10, 2020

Essential Duties and Responsibilities:

- Developing and maintaining database of the Foundation's art leads or missing cultural objects
- Digitizing and organizing archival materials

Education and Experience Requirements:

- Must be pursuing secondary education at a college or university level
- Excellent analytical, organizational, and verbal/written communication skills
- Computer proficiency (MS Office, especially Excel)
- Demonstrates initiative and integrity in their work ethic and brings new ideas and suggestions to the team

Preferred Skills/Experience:

- Pursuing or have completed bachelor's degree in archival or library sciences, history, or related fields

To Apply:

Please submit the following to info@monumentsmenfoundation.org:

- Resume or CV with cover letter
- Original writing sample
- 2 letters of recommendations

The Foundation will acknowledge receipt of your application within two business days of receiving. Those applicants of interest will be invited to participate in an interview.

NATIONAL HUMANITIES MEDAL RECIPIENT

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www.monumentsmenfoundation.org