



## ARCHIVES INTERNSHIP - PAID

Dumbarton House, a Federal period historic house museum in Georgetown, seeks a collections intern during the summer of 2019. Dumbarton House, headquarters of The National Society of The Colonial Dames of America (NSCDA), offers visitors an opportunity to enhance their appreciation of early American history. Dumbarton House strives to inform and educate the public, about life in Washington during the early Republic 1799 and about Federal Period decorative arts and architecture. Dumbarton House is open to the public 6 days a week for public tours and offers youth and adult public programs.

In addition, Dumbarton House houses the archival collection of the NSCDA. The archive contains NSCDA corporate records dating from 1891 to the present. It comprises the operational history of the NSCDA and of the museum, Dumbarton House.

The archives intern will participate in the inventory and cataloging of the NSCDA archives collection housed at Dumbarton House. The intern will be responsible for the duties listed below.

**A \$1,000 stipend will be awarded and/or academic credit may be arranged in cooperation with a sponsoring college or university.**

### Duties:

#### Archival Management:

- Inventory and rehouse archives where needed;
- Create finding aid for NSCDA archives;
- Digitize files where applicable.

#### Qualifications Needed:

- Excellent interpersonal and oral communication skills;
- Excellent organizational skills and attention to detail;
- Self-motivated and able to work independently with minimal supervision, including willingness to assist with all aspects of working in a small, historic house museum;
- Master's degree, working toward a master's degree, and/or comparable experience in museum studies, history, exhibition design or a related field;
- Prior experience working with PastPerfect, Microsoft Excel a plus;
- Strength, dexterity, and mobility to perform all duties including lifting objects up to 20lbs.

### Schedule

- 180 hours (15 hours per week)
- Approximate start the week of May 20 through the week of August 12, 2019.

### To Apply:

- Send cover letter, 1-page writing sample, and resume to: [education@dumbartonhouse.org](mailto:education@dumbartonhouse.org) with subject ARCHIVES INTERNSHIP
- Application deadline April 7, 2019; position will remain open until filled.
- The incumbent is not eligible for museum benefits. Dumbarton House is an Equal Opportunity Employer. A background check is required for employment.
- Qualified applicants will be contacted to schedule an interview. Please do not contact Dumbarton House to inquire about the status of your application.