



GREAT AMERICAN TREASURES INTERNSHIP OPPORTUNITY- PAID

The National Society of The Colonial Dames of America (NSCDA) promotes appreciation for the people, places and events that led to the formation and development of our country. The NSCDA, which is an unincorporated association of 44 Corporate Societies with more than 15,000 members, has been a leader in the field of historic preservation, restoration and the interpretation of historic sites since its New York Society first undertook the preservation of the Van Cortlandt House in 1897. The National Society headquarters is located at Dumbarton House, a Federal period house museum in Washington, D.C.

The NSCDA, through the Special Projects team, is in the midst of launching an exciting initiative called Great American Treasures (GAT). GAT, which is scheduled to be launched to the public later this year, is a museum alliance that will unite 80+ historic sites under a unified brand. The Great American Treasures Intern will be integral to the final push of preparation leading up to the public launch of the program.

A \$1000 stipend will be awarded and/or academic credit may be arranged in cooperation with a sponsoring college or university.

Duties:

- Create social media calendars in preparation of GAT program launch;
- Research and write blog posts for GAT website;
- Gather materials for member museum resource bank located on the GAT website;
- Perform other tasks as needed.

Qualifications Needed:

- Excellent research, written, and oral communication skills;
- Excellent organizational skills and attention to detail;
- Self-motivated and able to work independently with minimal supervision;
- Proficiency in social media platforms required, especially Facebook, Instagram, and Pinterest;
- Proficiency in Microsoft Word and Excel
- Experience with WordPress or a similar blog platform preferred, but not required.

Schedule:

- 180 hours (approx.15 hours per week);
- Mid-May – mid-August, depending on schedule;
- Must have availability at least 2 days a week.

To Apply:

- Send cover letter and resume to: education@dumbartonhouse.org with subject heading: **GAT Intern.**
- Deadline for applications is Sunday, April 7; 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.