



Programs Internship - PAID

Dumbarton House, a Federal period historic house museum in Georgetown, seeks a programs intern during the spring of 2021. 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 (1799) strives to inform and educate the public, about life in Washington during the early Republic 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.

The programs intern will assist with planning and running virtual programs that fit with Dumbarton House's mission, strategic plan goals, and historical content areas. 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:

Program Planning and Management:

- Work with programs manager to brainstorm and plan virtual programs;
- Work with partners, ticketing software, marketing tools, and Dumbarton House staff to pull together programs;
- Shadow and eventually lead virtual public programs.

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;
- Bachelor's degree or working toward a Bachelor's degree; Master's degree, working toward a Master's degree, and/or comparable experience in museums, history, or a related field preferred;
- Customer service skills and ability to work with the public;
- Access to a computer, a stable internet connection and ability to operate tele-conference software.

Schedule

- 180 hours (about 15 hours per week)
- Approximate start the week of February 1, 2021 through the week of May 3, 2021.

To Apply:

- Send cover letter and resumé to: education@dumbartonhouse.org with subject PROGRAMS INTERNSHIP
- Application deadline January 15, 2021; 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.

NSCDA

HEADQUARTERS & MUSEUM, THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA

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