



History Colorado

JOB POSTING

Job Posting: Temporary Archival Processing Assistant – 1 position
Where: Denver, CO
When: Spring-Summer 2024 (20-25 hours/week; Not to Exceed 250 hours)
Rate: \$20/hour
Terms: Part time, no benefits or PTO

Staff Supervisor/Contact: Samantha Martin, Temple Buell Associate Curator of Architecture (P: 303-866-4582 / E: samantha.martin@state.co.us)

Position Description:

Duties include inventorying, creating catalog records, and rehousing archival materials within History Colorado's Architecture & Urban Planning Collection.

Tasks will also include consulting with the Temple Buell Associate Curator of Architecture to determine priorities for digitization and any conservation needs.

The project will take place at the History Colorado Center.

Desired Skills & Academic Field of Study: Undergraduate or graduate student in Architecture, Art History, Public History, Museum Studies, Archives Management, Library and Information Science, or a related program, to complete and enhance this project.

- Ability to communicate in a friendly, clear and professional manner
- Organized and good attention to detail
- Follows instructions
- Works well independently
- Clear handwriting

To Apply for this Position: To apply, please send the information below to samantha.martin@state.co.us by the 4/15/2024 deadline.

- 1.) a cover letter introducing yourself and explaining your interest in the project
- 2.) a current CV/resume

Mission: History Colorado creates a better future for Colorado by inspiring wonder in our past.