



History Colorado

2024 - External Announcement – Internship Opportunity

Internship Title: Historic House Museum Archives - Denver Women’s Club Internship

Internship Location: Center for Colorado Women’s History, Denver, CO

Stipend: \$5,000. The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment and will be issued upon completion of the internship.

*Qualified candidates may receive academic credit through their college or university. *Check with your school's Internship Coordinator BEFORE accepting the hiring offer to determine if this position satisfies the criteria for receiving academic credit.*

Apply By: 5pm Mountain Time, 04/30/2024

Desired Schedule: 25 hours per week for 10 weeks, May 28 - July 19, 2024 (250 hours)

Broad Scope of Position: Get hands-on processing experience and learn in-depth about how an archival collection works by processing collections at the Center for Colorado Women's History in Denver, Colorado. Working with the Curator of Archives and Curator of Domestic Life, the intern will learn the steps involved in organizing and cataloging collections. During the internship, the intern will:

- Work in a museum environment that often includes public interaction.
- Work with supervision and direction from the Curator of Archives, Curator of Domestic Life, and staff from the Center for Colorado Women's History and History Colorado.
- Must show initiative and the ability to be flexible in their thinking around archival and collection processing.

Outcomes: The interns will learn and apply the process used by archivists and curators to conduct, compile, analyze, and synthesize information useful to building or supporting museum programs and exhibits. They will also be key players in increasing access to the archival collection.

Desired Skills & Academic Field of Study: Master’s or Bachelor’s degree students in museum studies, library and information science, history, art history, anthropology, or related field

- Organized and detail-oriented
- Ability to perform repetitive tasks such as scanning
- Database experience preferred
- Must be able to successfully pass a background check

Eligibility: In fall 1995, the century-old Denver Women’s Club (DWC) dissolved and made a gift to the Colorado Historical Foundation for the purpose of creating an endowment to provide funds



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for internships at History Colorado (then the Colorado Historical Society). The internships offer experiential learning experiences for students interested in pursuing professions within the museum, archives, or library fields. The DWC placed two criteria on the use of endowed funds:

1. Students awarded DWC internships must be enrolled in an accredited university or college in Colorado.
2. Students must be residents of the City and County of Denver.

To Apply for this Position: Submit a cover letter, resume, two references, and your answer to the question below to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

As a response to the national protests regarding systemic injustice, History Colorado staff came together to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These Grounding Virtues are the result of our collective process.

Please click here:

https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf.

Answer this question: How have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your internship position at History Colorado?

History Colorado is committed to anti-racism practices across its institution and outlined in [these](#) grounding virtues. As such, we encourage members of Black, Indigenous, Latino Hispanic, People of Color, LGBTQ+ and persons with disabilities communities to apply for this internship.

****A condition of employment is the successful completion of a background check.**