



## External Announcement – Internship Opportunity

**Internship Title:** Education Programs Spring Internship

**Internship Location:** The Center for Colorado Women’s History at the Byers-Evans House Museum, Denver, CO

This position is unpaid. Qualified candidates may receive academic credit through their college of university.

**Apply By:** December 17, 2018

**Start Date:** Must be available to start January, 2019.

**Desired Schedule:** Minimum of 6 hours per/week, ideally one or two days a week from 10:00 to 4:00 (January-May).

**Broad Scope of Position:** The Center for Colorado Women’s History at the Byers-Evans House Museum hosts a variety of educational programs for adults and children including house tours, teas, craft workshops, lectures, and an interactive school program called *An Afternoon Into the Past*. We are currently seeking an intern to assist the Education Coordinator in various aspects of programming and events. The intern will learn and facilitate house and school tours, as well as assist in the evaluation and preparation of these programs. The intern will assist in the preparation and coordination of events and activities scheduled throughout the Spring.

**Outcomes:** This internship will allow students to gain experience in program coordination as well as the day-to-day operations of a small historic house museum. The intern will experience various aspects of program and event coordination from its preparation through the duration of the event and will enhance their writing, editing, and other communication skills. They will have the opportunity to work with students, volunteers, teachers, museum staff, and the public.

**Desired Skills/Academic Field of Study:**

- Studied or have studied history, education, hospitality, or museum studies
- Comfortable speaking in front of groups
- Great written and verbal communication skills

**To Apply for this Position:** Submit a resume and cover letter to Director of Volunteer Engagement, Emily Dobish, [emily.dobish@state.co.us](mailto:emily.dobish@state.co.us).

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