



## External Announcement – Internship Opportunity

**Internship Title:** State Archaeologist’s Collection Assistance Internship

**Internship Location:** History Colorado Center, Denver, CO

**Compensation:** Academic credit may be obtained with prior approval and arrangement by the student with his or her academic department and their university or college. Applicants must pursue any possible credit arrangements prior to applying for this internship and include this information in the application package as well as any supervisory requirements from staff at History Colorado in fulfillment of that academic credit. Interns may also independently secure financial research awards from other sources in co-ordination with this program prior to applying and must include this information with the application.

**Release Date:** November, 2018

**Apply By:** December 30, 2018

**Start Date:** February, 2019

**Desired Schedule:** approximately 150- 200 hours across an academic semester, beginning February 2019. Hours per week are flexible.

**Broad Scope of Position:** Learn about artifact and archival collections care best practices and also assist in the re-housing of State collections located in various State and County museums or repositories. The State Archaeologist’s Collection Assistance Internship is open to currently enrolled, undergraduate, and graduate-level students. This position will perform a variety of collection’s management tasks. Candidates can expect to assist collections management at various State and County museums and repositories with artifact inventory, archival packaging, cataloguing, data entry, exhibit maintenance and design. The intern will answer directly to the Staff Archaeologist at the Office of Archaeology and Historic Preservation as well as coordinate his or her efforts with curators at History Colorado or the Collections Manager. Possible arrangements may also be made with other local museum directors and their assistants.

There is the possibility of coordinating these tasks with small-scale research projects tailored to the intern's interests. Archaeology or paleontology field/lab or museum studies experience is preferred. Additional tasks depending on a student’s interest may include the creation of finding aids for the collection, further research or the exploration of exhibit opportunities.

Outcomes:

This internship will give the candidates further basic museum collections care experience and introduce them to History Colorado’s collection’s standards for archaeology or paleontological collections. By the end of the internship, the intern may have worked with a smaller county or state museum or repository and acted as an ambassador or spokesperson for History Colorado’s State

collections care initiatives. The intern may also have the opportunity to learn about practical archival care practices and the various processes and policies that smaller museums utilize. The intern will also have the ability to work first-hand with State collections and pursue any possibilities for further research, public exhibition or public outreach.

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

Requirements:

- Enrollment in an institution of higher learning within an anthropology degree program or a closely related field such as history, museum studies or paleontology.
- The student must also have completed 30 or more credit hours upon the start of the internship.
- The student must be attending a college or university in the State of Colorado, or be a Colorado resident attending a college or university out-of-state.
- Grade Point Average (GPA) of 3.6 or above on a 4.0 system (or comparable GPA system).
- Ability to travel and work independently (without compensation) to partnering museums or repositories with State collections.

Preferences:

- Students with coursework in archaeology field/lab or museum studies experience or paleontology field/lab experience with knowledge of introductory museum collections management practices are highly preferred.
- Students who have secured any financial research scholarships or grants working with State collections directly related to this program will be given greater consideration.
- Also the candidate should demonstrate that they possess good oral and written communication skills and the ability to work independently with minimal supervision.

**To Apply for this Position:** Submit a cover letter, curriculum vitá or detailed résumé, two letters of recommendation, and a copy of your most recent college transcript(s) 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.