



## External Announcement – Internship Opportunity

**Internship Title:** Collections Inventory Internship

**Internship Location:** History Colorado North Storage Facility, Denver, CO

Qualified candidates may receive academic credit through their college or university.

**Release Date:** July 2019

**Apply by:** 5pm Mountain Time 9/9/2019

**Open Positions:** 2

**Desired Schedule:** 8-16 hours a week. Thursdays and Fridays Mid-September through Mid-December, 2019.

**Broad Scope of Position:** Join our collections team and gain experience and knowledge of how inventories are conducted at museums. Through this inventory project the intern will learn how to use and navigate the Argus database and update important information into the database for catalog records. The student will be introduced to how museums package and properly store items, how to properly package an object, and how to take images from all angles of an object and any important characteristics of objects. The students will also learn how to navigate and use a collections management database to update locations, import images, dimensions, and fill in any other important information.

**Outcomes:** Museums are always conducting inventories of their collections to ensure best practices are upheld, with students having experience in inventories, they will enter the job market with skills gained from this inventory experience. The first take away that students will learn from this project is proper handling of objects, with the diversity of objects in History Colorado's collection; the students will be exposed to many different types of objects and how to handle them. After the project, they should feel more comfortable handling and processing a variety of objects and collections.

Images are also crucially important for museums, especially with large collections such as History Colorado's. By having the students set up and use proper image taking equipment to photograph each object, they will learn the standards and best practices for museums and their databases. This and the skills listed above will be extremely beneficial for the student preparing to enter the museum career field.

**Desired Skills & Academic Field of Study:** Undergraduate/Graduate students majoring in Anthropology/Archaeology, History, Art History, or Museum Studies.

**To Apply for this Position:** Submit a cover letter and resume 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.