External Announcement – Internship Opportunity

**Internship Title:** Collections Access Internship

**Internship Location:** Hybrid remote/on location at the History Colorado Center, Denver, CO

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

**Apply By:** 5pm Mountain Time 1/4/2021

**Desired Schedule:** 10-12 hours/week (at least 6 hours in person on site on Tuesdays from 9 AM - 3 PM) January – May 2021.

**Broad Scope of Position:** The Collections Access Intern will participate in two projects that increase access to the History Colorado collection. The first project will be completed onsite and involve a physical handling and inventory for the book collection. The second project can be completed remotely (for a portion of the activities) and will include preparation and uploading of materials for a crowdsourcing project that will utilize digital volunteers for transcriptions. Both projects will include use of the collections management database, handling of collections, and typical workflows for digital access.

Outcomes: This internship will provide realistic project experience in providing access in a museum setting: inventory and crowdsourcing. Students will learn or use skills including data entry for locations and catalog information, digitization and metadata work, collections handling, writing descriptive project information, and coordinating sequenced project workflow.

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

- Student or recent graduate with focus in Archives, Museum Studies, History, or a related field.
- Ability to follow directions well.
- Detail-oriented with an ability to synthesize information.
- Comfortable being self-directed but must be willing to ask questions and seek direction when unsure.

**To Apply for this Position:** Submit a resume to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

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