External Announcement – Internship Opportunity

**Internship Title:** Exhibits and Loan Registration Internship  
**Internship Location:** History Colorado Center, Denver, CO  
**Stipend:** Intern will receive a stipend of $300. 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 in (2) installments at the end of July and September. Qualified candidates may receive academic credit through their college or university.

**Apply By:** 5pm Mountain Time 6/1/2020

**Desired Schedule:** Tuesdays and Thursdays, 10 AM – 4 PM July 9, 2019 through mid-September 2020.

**Broad Scope of Position:** The Internship project will consist of reorganizing and creating an updated archive of closed loan and exhibition files. The intern should expect to create a finding aid of loan files and summary of loan activities in Registration Files. Files are organized by loan activity and new loan files may need to be created and added to Collections Database Argus. Duties will include assisting with data entry of archived loan files once reorganized and providing additional support and assistance in loan paperwork where requested.

Outcomes: This internship will provide the student or recent graduate with valuable on-the-job training of records management and archives. The intern will have sole ownership of the project and be able to direct their work to achieve their own outcomes within the scope of the project. Valuable training in the collections management database Argus, a system used by museums across the world, will be gained. By the end of the internship, the intern should be able to understand how to organize a project to meet deadlines, to problem solve museum file discrepancies, and demonstrate knowledge of how to gather information for better organization.

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

- Master’s student or recent Master’s graduate with focus in Archives or Library Science  
- If applicant doesn’t have Archives or Library Science degree, applicant must have archives experience  
- 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 cover letter, resume, and contact information of three references, to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

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