Oral History Internship

Internship Title: Oral History Internship
Internship Location: Remote (History Colorado Center, Denver, CO)
Application due: January 4, 2021

Qualified candidates may receive academic credit through their school.

Desired Schedule: 120 hours over the course of a school semester (February – May 2021); hours can be modified based on a student's program goals. Due to the flexible nature of oral history projects, students may work their hours independently, but must be available during business hours (Monday - Friday, 8am - 5pm) for a weekly 1-hour meeting with Curator.

Broad Scope of Position: The Internship project will consist of working with oral histories, including learning how to prepare materials for and conduct an interview; and preparing the interview for cataloging. The intern should expect to complete one new oral history interview from start to finish and increase accessibility of the legacy oral history collection by completing ten indices. Duties will include research using History Colorado’s Argus catalog, conducting an interview, doing small amounts of data entry for indexing, and writing a catalog record.

Outcomes: This internship will provide the student with valuable on-the-job training in the broad scope of oral histories – from identifying a narrator (or interviewee) to cataloguing oral histories. The intern will have sole responsibility for the project and be able to direct their work to achieve their own outcomes within the scope of the project. By the end of the internship, the intern should be able to understand how to organize a project to meet deadlines, conduct basic historical research and prepare the findings for access and use, and demonstrate interpersonal skills in an interview setting.

 Desired Skills & Academic Field of Study:

- An interest in history and the completion of AP History or similar classes (high school) or minimum one semester of history (college/university).
- Familiarity with the basic functions of Microsoft Word and Adobe Acrobat.
- Access to a computer with internet and Zoom web platform.
- Ability to follow directions well.
- Comfortable talking with people.
- Detail-oriented with an ability to synthesize information.
- Comfortable being self-directed but 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.**