



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** Collection Registration and Loan Internship

**Internship Location:** Hybrid remote and 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 1/28/2022

History Colorado is committed to anti-racism practices across its institution and outlined in [these](#) grounding virtues. As such, we encourage members of Black, Indigenous, People of Color (BIPOC) LGBTQ+ and persons with disabilities communities to apply for this internship.

**Desired Schedule:** Two days/week (Tuesdays, Wednesdays, or Remote) 10 AM – 4 PM, February 15 – May 12, 2022. (Intern will also need to meet virtually one Friday a month for a History Colorado Intern Cohort group where they will gain knowledge of the institution and network with other interns.)

**Broad Scope of Position:** This internship project will consist of reorganizing and creating an updated archive of closed loan and exhibition files. During the internship, the intern should expect to create a finding aid of legacy unnumbered loan files and activities in Registration Files. Files are organized by loan activity and new loan records may need to be created and added to Collections Database Argus. The intern will assist with data entry of archived legacy unnumbered loan files once renumbered and provide additional support and assistance in loan and exhibition paperwork where requested. Additional archival projects may be assigned to assist the Curator of Archives and Research Center staff with service requests to provide archival experience for the intern.

**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:**

- Undergraduate student, recent graduate, Master's student or recent Master's graduate with focus in Archives and Library Science, Museum Studies, Archaeology, History, Public History, Information Technology, or other related field
- If the applicant does not have Archives or Library Science degree, applicant must have demonstrable organizational and efficient data entry experience
- Ability to follow directions well



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- Detail-oriented with an ability to synthesize information
- Self-starter 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, contact information of three references, and your answer to the question below to Director of Volunteer Engagement Emily Dobish, [emily.dobish@state.co.us](mailto:emily.dobish@state.co.us).

As a response to the national protests regarding systemic injustice, History Colorado staff came together to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These Grounding Virtues are the result of our collective process.

Please click here: [https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism\\_Grounding\\_Virtues.pdf](https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf).

Answer this question: How have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your internship position at History Colorado?

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