



History Colorado

External Announcement – Internship Opportunity

Internship Title: Collections Inventory Internship

Internship Location: Off-Site North Storage Facility in Denver, CO

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

Apply By: 5pm Mountain Time 5/16/2021

Desired Schedule: Tuesdays and Wednesdays, 9 AM – 4 PM from June to August, 2021

Broad Scope of Position: Join the History Colorado Collections Department as an intern with the Collections Manager. The intern will inventory and scan photographic glass plate negatives and record specific information associated with each negative as well as storage location. Initial data will be recorded in an Excel document and ultimately turned into electronic catalog records in Argus, the collections management system used by History Colorado. The internship will also involve physically scanning fragile glass plate negatives. Scanned images will then be uploaded to Argus and linked to specific catalog records.

Outcomes: The intern will learn how to successfully conduct an inventory and how to create high resolution images, both of which will improve access to the glass plate negative collections for the public and organizational staff. This internship also provides a chance to work with a unique photographic format- glass plate negatives.

Desired Skills & Academic Field of Study: History Colorado is seeking a student in Museum Studies, History, Anthropology, Photography, or other related fields.

- Previous experience working with museum collections
- Background in conducting collections inventories as well as familiarity with using a collections management system
- Ability to safely handle objects

To Apply for this Position: Submit a cover letter, resume, and your answers to the question below to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

As a response to the recent national protests regarding systemic injustice, History Colorado staff came together during the months of July and August 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

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.**