



## External Announcement – Internship Opportunity

**Internship Title:** Collections Inventory Internship

**Internship Location:** History Colorado North Storage Facility, Denver, CO

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

**Apply By:** 5pm Mountain Time 8/23/2021

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:** 14 hours/week (Thursdays and Fridays) September 2 – December 17, 2021 (14 weeks total).

**Broad Scope of Position:** Join our collections team and gain experience and knowledge of how inventories are conducted at museums. Through this inventory project the intern will learn how to use and navigate the Argus database and update important information into the database for catalog records. The students will be introduced to how museums package and properly store items, how to properly package an object, and how to take images from all angles of an object and any important characteristics of objects. The students will also learn how to navigate and use a collections management database to update locations, import images, dimensions, and fill in any other important information. This is a team-based project so interns will also gain experience working alongside 1-2 other interns to complete tasks and projects.

At the end of the internship, the intern will be able to understand the procedures and processes of inventorying museum collections. They should feel confident handling a variety of historic objects. They will learn the importance of documenting locations, photographs and information in the database. They will learn how to manage the project as a team.

**Desired Skills & Academic Field of Study:** Undergraduate/Graduate students, or recent graduates, with a focus on Anthropology, Archaeology, History, Art History, Museum Studies, or a related field.

**To Apply for this Position:** Submit a cover letter, resume, two 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 recent national protests regarding systemic injustice, History Colorado staff came together during the months of July and August 2020 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.