External Announcement – Internship Opportunity

Internship Title: Collections Access and Registration Internship

Internship Location: History Colorado Center and the off-site storage facility in Denver, CO

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

Apply By: 5pm Mountain Time 5/14/2021

Desired Schedule: Tuesdays and Wednesdays, 9 AM – 3 PM from June 15, 2021 to August 15, 2021 (or later as needed for academic credit)

Broad Scope of Position: Join the Curatorial Services and Collections Access (CSCA) department to gain experience and assist CSCA staff in the ongoing curatorial and collections daily work. These projects seek to add information and historical context to existing collection information for both History Colorado objects and loaned materials on view in exhibits at the History Colorado Center and stored at the off-site storage facility. The intern will learn how to use the various collections databases and resources utilized by museum staff.

Projects include:

- Condition report, measure, and photograph returned loaned objects from closed outgoing loan at the off-site storage facility under the supervision of the Collections Manager
- Condition report and photograph of History Colorado objects of "Building Denver" under supervision of Exhibits and Loan Registrar
- Box or rehouse objects and find permanent storage locations under supervision of Exhibits and Loan Registrar and Collections Manager
- Number objects in permanent collection under supervision of Assistant Registrar
- Provide customer service at Research Center during public hours under supervision of the Research Center Manager
- Complete archival projects under the supervision of the Curator of Archives

Desired Skills & Academic Field of Study: History Colorado is seeking a graduate student in Archaeology, History, Museum Studies, Archives Management, Art History, Liberal Arts or a related program, to complete and enhance this project. Applicants must currently be enrolled or recently graduated from an accredited Colorado University or College for summer 2021.

The successful candidate must be creative, self-motivated, and an intellectually curious individual committed to the mission of History Colorado to create a better future for Colorado by inspiring wonder in our past. 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 differently abled communities to apply for the Collections
Access and Registration Internship.

**To Apply for this Position:** Submit a cover letter, resume, contact information of three references, 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.**