



## External Announcement – Internship Opportunity

**Internship Title:** Denver Women’s Club Archives Internship

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

**Stipend:** Intern will receive a stipend of \$5,000. The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment and will be issued in two installments. Qualified candidates may receive academic credit through their college of university.

**Apply By:** 8/16/2021

**Desired Schedule:** 350 hours over the course of the internship (from August - December 2021) Schedule TBD by intern and supervisor.

**Internship Spots:** 2

**Broad Scope of Position:** There are two roles available for the Denver Women’s Club Archives Internship:

- 1.) Get hands-on processing experience and learn in-depth about a Colorado leader in women’s issues. Working with the Curator of Archives, the intern will learn the steps involved in organizing and cataloging a large manuscript collection, processing and describing the papers of Dottie Lamm. Mrs. Lamm was not only a Colorado First Lady, but an author, speaker and candidate for US Senate. The intern will work in an archival storage environment with supervision and direction from the Curator of Archives, but must also show initiative and the ability to be flexible in their thinking around archival processing.
- 2.) Get hands-on processing experience and learn in-depth about how an archival collection works by processing multiple collections at the History Colorado Center in Denver. Working with the Curator of Archives, the intern will learn the steps involved in organizing and cataloging multiple manuscript collections. The intern will work in an archival storage environment with supervision and direction from the Curator of Archives, but must also show initiative and the ability to be flexible in their thinking around archival processing.

**Outcomes:** The interns will learn and apply the process used by archivists and curators to conduct, compile, analyze, and synthesize information useful to building or supporting museum programs and exhibits. They will also be key players in increasing access to the archival collection.

**Eligibility:** In fall 1995, the century-old Denver Women’s Club (DWC) dissolved and made a gift to the Colorado Historical Foundation for the purpose of creating an endowment to provide funds for internships at History Colorado (then the Colorado Historical Society). The internships offer

experiential learning experiences for students interested in pursuing professions within the museum, archives, or library fields. The DWC placed two criteria on the use of endowed funds:

1. Students awarded DWC internships must be enrolled in an accredited university or college in Colorado.
2. Students must be residents of the City and County of Denver.

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 this internship.

**To Apply for this Position:** Submit a cover letter, resume, 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 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.**