External Announcement – Internship Opportunity

**Internship Title:** Social Media Internship

**Internship Location:** VIRTUAL (Qualified candidates may receive academic credit through their college or university.)

**Apply by:** May 7, 2021 or until filled

**Desired Schedule:** 15 hours/week TBD by intern and supervisor May – August, 2021.

**Broad Scope of Position:** Join History Colorado’s Marketing and Communications team and gain experience and knowledge of how community relations are conducted at museums. The intern will practice writing communications for the museum, develop communications skills that are effective for social media, online, and print media, and will collect a community events listings list from around the state. During the internship, the intern will work collaboratively with staff and volunteers, assist with routine tasks around the museum, and identify opportunities to engage various museum audiences. Duties will include:

- Work with Community Relations team to maintain social media schedule
- Help keep museum social media up to date
- Research potential posts for social media
- Draft copy and find images for use

The intern will gain experience in communicating with audiences of small and mid-sized museums and have the ability to experiment and develop new techniques in a collaborative and supportive environment.

**Desired Skills & Academic Field of Study:** Familiarity with or willingness to learn Google Suite, Facebook, Instagram, and Twitter desired. Recommended for students in Communications, Marketing, English, History, Business, Sociology, Computer Science, Museum Studies, or related fields.

**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.

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/AntiRacism_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.**