



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** State Archaeologist’s Collection Assistance Internship

**Internship Location:** History Colorado Center, Denver, CO

**Stipend:** This is a competitive internship position with a \$750 cash stipend. This stipend is not considered salary or compensation. The stipend is meant to support study and research as well as miscellaneous costs during the tenure of the internship.

**Academic Credit:** Academic credit must be coordinated with arrangement by the student and their academic department/university or college. Applicants should inquire about credit arrangements prior to applying and include this information in the application package as well as any supervisory requirements from staff at History Colorado in fulfillment of that academic credit.

**Other Sources:** Interns may also independently secure financial research awards from other sources in co-ordination with this program prior to applying and must include this information with the application.

**Release Date:** July 2021

**Apply by:** August 1, 2021

**Start Date:** September 2021

**Desired Schedule:** approximately 120 - 200 hours across an academic semester, hours per week are flexible however hours should be managed within a consistent schedule. .

**Broad Scope of Position:** Assist and learn about the program management of the State’s archaeological and paleontological collections.

1. Participate in approximately 30 hours of on-line training on the State-Approved Museums and Curatorial Repository program, archaeological analysis, and collections care basics.
2. Conduct in person artifact analysis, database encoding and re-housing into archival bags and boxes of old archaeological collections.
3. Assist in the cataloging, database digital file linking and quality control review of State collections inventories from various State-Approved repositories.
4. Help plan and assist with a virtual curation forum, (includes free access to a grant-writing workshop) for State-Approved repositories this October.
5. Depending on the availability and arrangement of other State-Approved repositories, assist with their inventorying/exhibit or re-housing needs.



# History Colorado

This internship is open to currently enrolled, undergraduate, or graduate-level students. The intern will answer directly to the State Curation Coordinator at the Office of Archaeology and Historic Preservation. Candidates with previous archeology field/lab or museum studies experience are highly preferred.

## Desired Skills/Academic Field of Study:

### Requirements:

- Enrollment in an institution of higher learning within an anthropology degree program or a closely related field such as history, museum studies etc.
- The student must also have completed 30 or more credit hours upon the start of the internship.
- The student must be attending a college or university in the State of Colorado, or be a Colorado resident attending a college or university out-of-state.
- Grade Point Average (GPA) of 3.6 or above on a 4.0 system (or comparable GPA system).
- Ability to work with the student's own computer equipment, software and have access to high speed internet and a personal cell/telephone for making contact with other repositories and the intern's supervisor and other History Colorado staff.

### Preferences:

- Students with coursework in archaeology field/lab or museum studies experience or field/lab experience with knowledge of introductory museum collections management practices are highly preferred.
- Students who have secured any financial research scholarships or grants working with State collections directly related to this program will be given greater consideration.
- In addition, the candidate should demonstrate that they possess good oral and written communication skills and the ability to work independently with minimal supervision.

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.

**To Apply for this Position:** Submit a cover letter, curriculum vitae or detailed résumé, two letters of recommendation, a copy of your most recent college transcript(s) and your response to the following supplemental question:



# History Colorado

**Supplemental Question:** 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)

How have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

Please send your materials and answer to the Director of Volunteer Engagement, Emily Dobish, [emily.dobish@state.co.us](mailto:emily.dobish@state.co.us) \*\*A condition of employment is the successful completion of a background check and volunteer orientation.