



History Colorado

External Announcement – Internship Opportunity

Internship Title: Button Inventory Collections Internship

Internship Location: Hybrid remote/on location at the History Colorado Center, Denver, CO

(This internship will start as in person with the possibility for remote work after 4-6 weeks)

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

Apply By: 5pm Mountain Time 1/20/23

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: 120-150 hours total; ~15 hrs/week; Tuesdays/Wednesdays/Remote 10:00 AM - 4 PM; (February 7 - June 1, 2023). *There is the possibility to add an additional work day (Thurs) if desired, particularly for those seeking credit to 150 hours.

Broad Scope of Position: The intern will help to inventory History Colorado's button, badge, and ribbon collection. The project will include double-checking the location of objects and providing the public with more complete records. The project scope will include double checking locations, object numbers, object records in Argus, and adding to object records, inventorying, and photographing objects, when needed. This inventory will include buttons, pins, commemorative medals, stickers, patches, clips, commemorative pennants and banners, insignia, campaign ribbons, cards, boxes, and badges. Each box contained within each shelf will need to be inventoried and double-checked in Argus and in the accession documentation (accession ledgers, card catalog, and accession files).

Intern will learn how to use Argus, the collections management system at History Colorado. They will also learn the basics of object handling, inventory, processing, research, and digitization, and how to complete projects on a deadline. Intern will be encouraged to take part in staff development and programs as part of internship completion.

Outcome: This internship will provide the student or recent graduate with valuable on-the-job training of collection management and rehousing.

Desired Skills & Academic Field of Study: Undergraduate student, recent graduate, Master's student or recent Master's graduate with focus in Archives and Library Science, Museum Studies, Archaeology, History, Public History, or other related field



History Colorado

- Demonstrable organizational and efficient data entry experience
- Ability to follow directions well
- Detail-oriented with an ability to synthesize information
- Self-starter comfortable being self-directed but must be willing to ask questions and seek direction when unsure
- Ability to use Google Suite

To Apply for this Position: Submit a cover letter, resume, list of three references, and your answer to the question below to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

As a response to the national protests regarding systemic injustice, History Colorado staff came together 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?

Vaccine Verification & Safety Procedures:

All interns who do their service on site (at any of our History Colorado locations) are required to send verification of vaccination (no vaccination records will be shared with anyone outside of the HR staff and records will be kept securely in the HR office). Verification will be a part of the onboarding process.

****A condition of employment is the successful completion of a background check.**