



History Colorado

External Announcement – Internship Opportunity

Internship Title: Cataloging & Digitization Internship

Internship Location: Denver, CO

Stipend: \$1,000 stipend. The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment. *Qualified candidates may receive academic credit through their college or university.*

Apply By: 5pm Mountain Time 1/20/2023

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: Thursdays 10 AM to 3 PM (February 2 - May 4, 2023).

Broad Scope of Position: The internship will give students the chance to learn and enhance skills in object handling for photographic materials, cataloging, digitization, and workflow. This internship will be divided into 2 parts:

1. It will give students the chance to learn and enhance skills in object handling for photographic materials, cataloging, digitization, and workflow, and
2. It will give students the chance to learn inventory and research strategies.

This position will be cataloging and digitizing photographic materials from the Fred M. Mazzulla Collection that includes prints, negatives, and glass plate negatives. The internship will include inventory work for the glass plate negatives as well as biographical research for the photographers. The Mazzulla Collection contains approximately 107,000 items and 253 linear feet that document the American West from the late 19th to mid-20th century. The collection features items from prominent western artists such as William Henry Jackson, Joseph Imhoff, Herndon Davis, and Ed Tangen.

Outcomes: This internship will provide the student or recent graduate with valuable on-the-job training. Students will participate in a significant museum access project that will introduce them to cataloging/digitization deliverables as part of a bigger grant project working with a large collection.

Desired Skills & Academic Field of Study: Undergraduate student, recent graduate, Master's student or recent Master's graduate with focus in History, Art History, Anthropology, Library Science, Museum Studies or related fields.

- Ability to follow directions well
- Strong computer skills



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- Familiarity working with a scanner and spreadsheets

To Apply for this Position: Submit a 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 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.**