



History Colorado

External Announcement – Internship Opportunity

Internship Title: Curatorial & Collections Internship - Spring 2023

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: 15 hours/week (Wednesdays and Thursdays) 10:00 AM - 4 PM (February 14 - May 24, 2023).

Broad Scope of Position: Join the Curatorial Services and Collections Access (CSCA) department to gain experience and assist CSCA staff in the ongoing curatorial and collections daily work. These projects seek to add information and historical context to existing collection information for both History Colorado objects and loaned materials on view in exhibits at the History Colorado Center and stored at the off-site storage facility. The intern will learn how to use the various collections databases and resources utilized by museum staff.

Projects include:

- Condition report, measure, and photograph returned loaned objects from closed outgoing loan at the off-site storage facility under the supervision of the Collections Manager
- Condition report and photograph of History Colorado objects of the Sand Creek Massacre Exhibition under supervision of Exhibits and Loan Registrar as well as any objects requested for outgoing loans to other institutions.
- Box or rehouse objects and find permanent storage locations under supervision of Exhibits and Loan Registrar and Collections Manager
- Number objects in permanent collection under supervision of Assistant Registrar
- Provide customer service at Research Center during public hours under supervision of the Research Center Manager
- Complete archival projects under the supervision of the Curator of Archives

Outcome: The intern will learn how to use the various collections databases and resources utilized by museum staff. Intern will learn how to condition report and receive on-the-job training about



History Colorado

museum best practices and collections management work.

Desired Skills & Academic Field of Study: History Colorado is seeking an undergraduate or graduate student in Archaeology, History, Museum Studies, Archives Management, Art History, Liberal Arts or a related program, to complete and enhance this project.

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.**