



History Colorado

External Announcement – Internship Opportunity

Internship Title: Denver Women’s Club Internship (2 positions)

Internship Location: History Colorado Center, Denver, CO

Paid Internship: \$18/hour (total of \$5,000).

Terms: Part time, no benefits or PTO

Apply By: 5pm Mountain Time November 30, 2022

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: Can be divided up to fit the intern's schedule (1 or 2 days a week, 8 hours a day weekdays within business hours) One of the internships will require work on Tuesdays.

Broad Scope of Position: There are two roles available for the Denver Women’s Club Archives Internship

Get hands-on processing experience and learn in-depth about how an archival collection works by processing multiple collections at the History Colorado Center in Denver. Working with the Curator of Archives, the intern will learn the steps involved in organizing and cataloging multiple manuscript collections. The intern will work in an archival storage environment with supervision and direction from the Curator of Archives, but must also show initiative and the ability to be flexible in their thinking around archival processing.

Outcomes: The interns will learn and apply the process used by archivists and curators to conduct, compile, analyze, and synthesize information useful to building or supporting museum programs and exhibits. They will also be key players in increasing access to the archival collection.

Desired Skills & Academic Field of Study: Master’s or Bachelor’s degree students in museum studies, library and information science, history, art history, anthropology, or related field

- Organized and detail-oriented
- Ability to perform repetitive tasks such as scanning
- Database experience preferred
- Must be able to successfully pass a background check

Eligibility: In fall 1995, the century-old Denver Women’s Club (DWC) dissolved and made a gift to the Colorado Historical Foundation for the purpose of creating an endowment to provide funds



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for internships at History Colorado (then the Colorado Historical Society). The internships offer experiential learning experiences for students interested in pursuing professions within the museum, archives, or library fields. The DWC placed two criteria on the use of endowed funds:

1. Students awarded DWC internships must be enrolled in an accredited university or college in Colorado.
2. Students must be residents of the City and County of Denver.

To Apply for this Position: Submit a cover letter, resume, two 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, volunteers, and staff who do their service on site (at any of our History Colorado locations) are required to send verification of vaccination per a mandate from the Governor for state offices (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.