



History Colorado

External Announcement – Internship Opportunity

Internship Title: Legacy Loan Internship

Internship Location: Hybrid remote and 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 1/20/2023

Desired Schedule: 15 hours/week (Wednesdays and Thursdays), 10 AM – 4 PM February 1 - June 1, 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.

Broad Scope of Position: The Internship project will consist of reorganizing and creating an updated archive of closed loan and exhibition files. The intern should expect to create a finding aid of loan files and summary of loan activities in Registration Files. Files are organized by loan activity and new loan files may need to be created and added to Collections Database Argus. Duties will include assisting with data entry of archived loan files once reorganized and providing additional support and assistance in loan paperwork where requested.

Outcomes: This internship will provide the student or recent graduate with valuable on-the-job training of records management and archives. The intern will have sole ownership of the project and be able to direct their work to achieve their own outcomes within the scope of the project. Valuable training in the collections management database Argus, a system used by museums across the world, will be gained. By the end of the internship, the intern should be able to understand how to organize a project to meet deadlines, to problem solve museum file discrepancies, and demonstrate knowledge of how to gather information for better organization.

Desired Skills & Academic Field of Study:

- Master's student or recent Master's graduate with focus in Archives or Library Science
- If applicant doesn't have Archives or Library Science degree, applicant must have archives experience
- Ability to follow directions well.
- Detail-oriented with an ability to synthesize information.
- Comfortable being self-directed but must be willing to ask questions and seek direction when unsure.

To Apply for this Position: Submit a cover letter, resume, list of three references, and your



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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.**