



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** Office of the State Archaeologist of Colorado - Education, Outreach, and Cultural Resource Management Internship

**Internship Location:** Hybrid remote/on location at the History Colorado Center, Denver, CO (travel & field work likely to other locations)

**Academic Credit/Stipend:** If the applicant has a specific internship requirement or credit available through their institution, OSAC will provide the necessary paperwork to fulfill those requirements. When funds are available, a stipend will be provided with the amount adjusted to length of internship (range: \$750 - \$5000). Travel (fieldwork, site visits, attendance to events, etc.) will be arranged and paid by OSAC.

*The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment.*

**Apply by:** Rolling Deadline

**Desired Schedule:** 90 hours, September – December 15, 2022 (minimum 15 hours per week for 6 weeks) Intern will also be invited to meet virtually for a History Colorado Intern Cohort group where they will gain knowledge of the institution and network with other interns.

**Broad Scope of Position:** The Office of the State Archaeologist is a subdivision of the Office of Archaeology and Historic Preservation at History Colorado. The purpose of the Office of State Archaeologist is to coordinate, encourage, and preserve the full understanding of this state's archaeological resources as they pertain to cultural heritage. The Office is responsible for several objectives in this regard and this internship will focus on supporting at least one of the following:

- Development of archaeological resources for educational purposes
- Conducting studies to develop archaeological information
- Inventory and analysis of Colorado archaeological resources as to location, quantity, and their cultural significance
- Issuing permits to qualified applicants for the conduct of archaeological studies

The internship will closely relate to the Program for Avocational Archaeological Certification (PAAC), which is a mutually beneficial educational program for avocational and professional archaeologists. Established in 1978 by the Colorado Archaeological Society (CAS) and the Office of the State Archaeologist of Colorado (OSAC), it allows CAS members and other citizens to obtain formally recognized levels of expertise outside of an academic degree program. The program also facilitates avocational public service and assistance in education, governmental management of cultural resources, research, and the protection of archaeological resources in Colorado. PAAC complements, but does not replace, existing university and governmental



## History Colorado

training programs. While PAAC is currently the main umbrella under which much of OSAC's education and outreach occur, not all activities (classes, fieldwork, lab work, office work) will be label coined "PAAC". This internship will support all OSAC initiatives as appropriate.

Tasks will include (but are not limited to, depending on skill-set and interest) cataloging, analyzing, labeling, and re-housing collections from OSAC related-fieldwork and other artifact collections, researching current trends and resources for inclusion in OSAC educational materials PAAC course materials, facilitating logistics for the execution of OSAC outreach (including PAAC classes and fieldwork), data entry related permits and other OSAC responsibilities, as well as a variety of office tasks.

The intern will work directly with the Assistant State Archaeologist and produce one of the following over the course of the internship. (Other products may be suggested and reviewed upon acceptance to the internship).

- Annotated bibliography of current archaeological research pertaining to PAAC courses
- Draft course outline for a new PAAC course
- Development and coordination of a public outreach event/program (related to Colorado Day, International Archaeology Day, or similar outreach)
- Draft Lab Manual for future use in the Emery Lab
- Cataloging and basic analysis of archaeological material collected as a part of monitoring, survey, or other such project conducted by OSAC
- Inventory of project reports submitted versus reported via state permit procedures
- Initial data entry and document ID assignments to project reports received via state permit procedures
- Drafts of management data forms and related site information collected as a part of monitoring, survey, or other such project conducted by OSAC

### **Desired Skills & Academic Field of Study:**

- Academic study in anthropology, archaeology, or related field
- Interest in at least one specialty - public anthropology, public archaeology, public history, education, outreach, cultural resource management
- Strong computer skills including familiarity with Google and Microsoft Office Products
- Basic understanding of database management
- Basic understanding of artifact analysis and laboratory procedures (previous experience with cataloging and/or analysis preferred)
- Comfortable working on their own with minimal supervision
- Flexible and understanding attitude
- Eagerness to learn



## History Colorado

- Adherence to ethical and legal standards of the Office of Archaeology and Historic Preservation (see [PAAC code of ethics](#) and the [Colorado Historical, Prehistoric, and Archaeological Resources Act](#))

### **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 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.

**To Apply for this Position:** Submit a cover letter stating interests, abilities, and uses for this internship, a resume/CV, contact information for at least one reference, and your answer to the question below to Director of Volunteer Engagement Emily Dobish, [emily.dobish@state.co.us](mailto: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](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?

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

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.