**Oral History Internship**

**Internship Title:** Oral History Internship  
**Internship Location:** Remote (History Colorado Center, Denver, CO)  
**Application due:** May 6, 2022

*Qualified candidates may receive academic credit through their school.*

**Desired Schedule:** Approximately 60 hours over the course of the summer (June-August) and 10 hours in the fall; hours can be modified based on a student's program goals. Students may work their hours independently, but must be available during business hours (Monday-Friday, 8am-5pm) for a weekly 1-1/2-hour meeting with Curator and intern cohort.

**Broad Scope of Position:** The summer portion of this internship will consist of learning to design and collect oral history projects, the ethics of working with and collecting oral histories, and using oral history technologies. Interns will increase the accessibility of the legacy oral history collection by complete ten indices. Duties will include research using History Colorado’s Argus catalog, doing small amounts of data entry for indexing, and writing a catalog record. In the fall, the intern will collect and prepare an oral history for accessioning into the History Colorado collection.

**Outcomes:** This internship will provide the student with valuable on-the-job training in the broad scope of oral histories – from identifying and contacting a narrator (i.e., interviewee) to cataloguing oral histories. The intern will have sole responsibility for the project and be able to direct their work to achieve their own outcomes within the scope of the project. By the end of the internship, the intern should be able to understand how to organize a project to meet deadlines, conduct basic historical research and prepare the findings for access and use, and demonstrate interpersonal skills in an interview setting.

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

- An interest in history and the completion of AP History or similar classes (high school) or minimum one semester of history (college/university).
- Access to a computer with internet and Zoom web platform. Familiarity with Adobe Acrobat.
- Ability to follow directions well.
- Comfortable talking with people and listening with empathy.
- Detail-oriented with an ability to synthesize information.
- Comfortable being self-directed but willing to ask questions and seek direction when unsure.

History Colorado is committed to anti-racism practices across its institution and outlined in our 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.

**To apply for this position:** Submit a cover letter, resume, three references, and your answers to the questions below to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

1) History Colorado seeks to advance the work of anti-racism. These Grounding Virtues are the result of our collective process. Please 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?** after reading our Grounding Virtues 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)

2) You will collect from an individual who connects to the topic of your choice. Topics may include an industry, an organization, a community of people, a historic event, or a town or neighborhood, but must be a Colorado story. **Please propose a potential topic idea in a short paragraph explaining how you chose this idea.**

3) For the curatorial & archival part of this internship, please answer the following question: **What does “accessible” mean to you, concerning oral histories in the archives?**

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