External Announcement – Internship Opportunity

**Internship Title:** Collection Registration and Loan Internship  
**Internship Location:** History Colorado Center and the Offsite Storage Facility in Denver, CO

Qualified candidates may receive academic credit through their college or university. *Check with your school’s Internship Coordinator BEFORE accepting the hiring offer to determine if this position satisfies the criteria for receiving academic credit.

**Apply By:** 5pm Mountain Time 1/20/2024

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:** 12-15 hrs a week for 8-10 weeks (2 days a week, Monday through Thursday, 10 am - 4 pm.) February 1 - June 1, 2024.

**Broad Scope of Position:** Join the Curatorial Services and Collections Access (CSCA) department to gain experience and assist Collections Management and Registration staff in the ongoing registration 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 and photograph of History Colorado objects returning from loan under supervision of Exhibits and Loan Registrar
- Box or rehouse objects and find permanent storage locations under supervision of Exhibits and Loan Registrar and Associate Collections Manager
- Condition report and photograph of History Colorado objects in current and upcoming exhibitions under supervision of Exhibits and Loan Registrar
- 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 and transcription work on the Registration and Accession ledgers and logs
- Complete object inventories for works on exhibit at the History Colorado Center

Outcomes: The intern will learn how to use the various collections databases and resources utilized by museum staff. Intern will receive on the job training in museum loan practices and procedures. Intern will successfully complete condition reports and inventory of loaned and permanent collection material.
**Desired Skills & Academic Field of Study:** History Colorado is seeking a graduate student in Archaeology, History, Museum Studies, Archives Management, Art History, Liberal Arts or a related program, to complete and enhance this project. Applicants must currently be enrolled or recently graduated from an accredited Colorado University or College. The successful candidate must be:

- A creative, self-motivated, and an intellectually curious individual
- Be self-sufficient, able to ask questions, synthesize information quickly and follow directions.

**To Apply for this Position:** Submit a cover letter, resume, contact information 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.


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.**