



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** Collections Inventory Internship - Summer 2023

**Internship Location:** Center for Colorado Women’s History (CCWH), Denver, CO

**Stipend:** \$2,000. The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment. *Qualified candidates may receive academic credit through their college or university.*

**Apply By:** 5pm Mountain Time 5/12/2023

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.

**Desired Schedule:** Start date week of June 5, 2023; Mondays-Wednesdays; 10 am to 4 pm through Wednesday, August 16, 2023 (for a total of 150 hours).

**Broad Scope of Position:** The intern will assist with collections inventory and location tracking for the entire Collection on view and in storage at the Center for Colorado Women's History (CCWH). Inventory will include room-by-room inventory with object record reconciliation and location tracking. Additional inventory of props and educational materials used and presented at CCWH will be completed. The intern will be working with staff and volunteers at CCWH and will be trained in giving tours (although on a limited basis as needed). They will also complete light conservation cleaning in conjunction with the Conservation Tech which includes vacuuming and dusting. Some object numbering may occur on site using conservation numbering methods. During the internship, the intern may be asked to participate in special events hosted by the house museum and will be encouraged to participate in History Colorado all staff trainings, member programs, and lectures.

**Outcomes:** This internship will give the intern practical historic house collections management skills and interpretation. Additional skills will include light conservation cleaning of objects, object numbering, and learning to use the Collection Management System Argus. Intern will learn to work in a collaborative environment with possible programming skills learned. Intern will learn to interact with volunteers and staff.

**Desired Skills & Academic Field of Study:** Undergraduate/Graduate students, or recent graduates, with a focus on Public History, Museums Studies, Women's History, Anthropology, Art, Art History, Gender and Queer, Studies, BIPOC Studies, Archaeology, or other area of focus.



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- Object handling, preferred
- Databases and spreadsheets
- Google suite
- Works well in a collaborative environment
- Curious and self-directed
- Some interacting and experience with the public, preferred

**To Apply for this Position:** Submit a cover letter, resume, three references, 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.