



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** Geographic Information System (GIS) Internship

**Internship Location:** History Colorado Center, Denver, CO

**Stipend:** \$1,500. The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment and will be issued upon completion of the internship. *Qualified candidates may receive academic credit through their college or university.*

**Apply By:** 5pm Mountain Time 11/6/2023

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, Latino Hispanic, People of Color, LGBTQ+ and persons with disabilities communities to apply for this internship.

**Desired Schedule:** 1 semester (approx. 13 weeks starting the week of January 8, 2024) with a minimum of 6 hours per week (start date flexible based on the student's academic schedule).

**Broad Scope of Position:** The primary duties of this internship will be to assist staff in the State Historic Preservation Office (SHPO)/Office of Archaeology and Historic Preservation (OAHP) with digitizing geospatial data from the backlog so that it can be integrated into the statewide Geographic Information System (GIS) resource database. This backlog consists of cultural resource projects from all over the state of Colorado; in these projects, cultural resource data may be stored on paper maps or on electronic media. The intern will enhance their current GIS skill set so that they can accurately analyze, georeference, rectify, and digitize this cultural resource data into a monthly production file that will be reviewed by staff and eventually loaded into the statewide OAHP GIS Resource Database. Should time allow, the intern may also be asked to scan the hard copy project documents that directly correspond to the spatial data they were responsible for digitizing.

Outcomes: At the completion of the internship, the intern will:

- Gain work experience in a professional, office environment;
- Develop professional skills and gain hands-on experience relating to possible career options in archaeology/cultural resource management and GIS;
- Understand how the SHPO/OAHP works in relation to cultural resource data management and dissemination;
- Develop and refine skills in GIS and data management practices;
- Enhance current GIS skills, including digitizing from paper/digital maps, basic and advanced editing, query, search, and viewing tools, as well as successfully transfer data using ArcMap and/or ArcCatalog;
- Gain experience in practical management of paper and digital records.



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**Desired Skills & Academic Field of Study:** The applicant should be an anthropology student or enrolled in a closely related field (e.g., environmental studies, geography, etc.) and must have also successfully completed at least one Introductory GIS class by the start of the internship. The ideal applicant should already be familiar with georeferencing and digitizing data from paper maps, and have strong map-reading skills with an understanding of United States Geological Survey (USGS) topographic maps. Additionally, the applicant must be detail oriented with a high degree of self-motivation.

**To Apply for this Position:** Submit a cover letter, resume/CV, transcript, letter of recommendation from GIS and/or Anthropology professor, 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?

**\*\*All interns must successfully complete a background check.**