



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** Museum of Memory Little Saigon Memory Project Internship

**Internship Location:** Hybrid/on location at the History Colorado Center, Denver, CO and remote.

*Qualified candidates may receive academic credit through their college or university.*

**Apply By:** 5pm Mountain Time 1/31/2024

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

**Desired Schedule:** 18 hours per week for a total of 240 hours to be completed between February 26 - August 31, 2024.

**Broad Scope of Position:** The Intern will support Museum of Memory (MoM) in tasks related to the preservation, access and dissemination of Museum of Memory projects taking place in Little Saigon (Denver Metropolitan area). This position assists in the continuum of the museum of memory process, including oral history collecting through interviews, photo scanning days, collective memory workshop assistance, indexing, and transcribing audio, video, data entry to assist in the accessioning process to the permanent collection of History Colorado and Colorado Asian Pacific United (CAPU). The intern will assist with the community shareback as it aids in our larger effort for preservation and access to all Coloradans and beyond. Support includes, but is not limited to:

- Assisting with the documentation and donation of project outcomes to the permanent History Colorado collection.
- Indexing and interpretation/transcription and conducting oral histories.
- Collaborating with MoM staff in the design and implementation of strategies for dissemination of MoM project outcomes with community and schools (eg. outreach efforts, website, data storytelling efforts)
- Assisting in carrying out the community/youth -led memory project and activities (including community engagement, memory workshops, and collecting of oral histories), and arranging public programs/activity to share the outcomes with the community (ie. photo-scanning days, community mapping and additional activities).
- Assisting in documenting, sharing, and disseminating information, events, activities relating to Museum of Memory in relevant HC's platforms.
- Supporting in conducting, surveying, or analyzing evaluation of MoM projects

**Outcomes:** At the completion of the internship, the intern will gain hands-on experience in community engagement techniques, collecting oral histories, conducting interviews, and preserving the narratives of community members. The selected candidate will develop skills in engaging with



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diverse communities, fostering inclusivity, and building trust to ensure the success of memory projects. Interns will learn data analysis techniques, including qualitative and quantitative methods, and contribute to evidence-based decision-making ensuring that projects align with their goals and have a positive impact on the community they serve.

**Desired Skills & Academic Field of Study:** The applicant should be a student or recent graduate in the Social Sciences or related field (Ethnic Studies, Anthropology, Archaeology, Economics, Geography, History, Law, Linguistics, Politics, Psychology and Sociology.) ***Preferred but not required.*** The ideal applicant should have:

- Good written and verbal communication skills
- Familiarity with G Suite (e.g. Google Drive, Docs, Sheets, Forms) , Microsoft Word, Excel, PowerPoint,
- Comfortable working with diverse communities, adults, and teens.
- Analytical skills to interpret and evaluate data
- Comfortable working remotely, and in person for community events
- Visual design skills and experience working with visual design and video editing tools (e.g. Adobe, Illustrator, Canva, Youtube).
- Self-starter with excellent organizational skills, attention to detail, and the flexibility to work with diverse stakeholders
- Ability to adapt strengths and experience to continue, change, or make new procedures
- Effective communication and cooperation with colleagues
- Availability to travel between Denver Metropolitan area and surrounding towns
- Bilingual (Vietnamese, Mandarin, Cantonese, English, Spanish (Optional but not required))

**To Apply for this Position:** Submit a cover letter, resume/CV, 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).

History Colorado's Grounding Virtues:

[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.**

**To learn more about Museum of Memory visit:**

<https://www.historycolorado.org/museum-memory-initiative>