



External Announcement – Internship Opportunity

Internship Title: History Colorado Archives Internship

Internship Location: History Colorado North Storage Collections Building, Denver, CO

This position is unpaid. Qualified candidates may receive academic credit through their college of university.

Apply By: January 11, 2019

Start Date: February 2019, TBD by schedule of intern

Desired Schedule: 4-16 hours/week, Tuesday mornings and Thursdays preferred. A minimum of one academic semester with the option to extend to additional semesters if both parties agree.

Broad Scope of Position: Get hands-on processing experience and learn in depth about a Colorado leader in women's issues. Working with the Curator of Archives, the intern will learn the steps involved in organizing and cataloging a large manuscript collection, processing and describing the papers of Dottie Lamm. Mrs. Lamm was not only a Colorado First Lady, but an author, speaker and candidate for US Senate. The collection is approximately 40 boxes of mixed materials that will need to be sorted, put into archival folders and described. The intern would also select materials in the collection for digitization and identify photos and other materials to be cataloged separately.

The intern will work in an archival storage environment with supervision and direction from the Curator of Archives, but must also show initiative and the ability to be flexible in their thinking around archival processing. For example, they will sort papers into series and subseries, establish folder titles, follow cataloging guidelines to make a collection guide and catalog the materials into the museum's online catalog.

Through this internship researchers and staff will have increased access to the collection. Possible users of the collection include:

- Women's history researchers
- Political Historians
- Researchers into the history of the family (many articles are about parenting)
- Historians interested in late 20th century Colorado

Desired Skills/Academic Field of Study: Library Science with a specialty in Archives, or MA in Public History with coursework/study in archival processing.

To Apply for this Position: Submit a resume and cover letter detailing archival experience to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us. **A condition of employment is the successful completion of a background check.