



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** Collections Access and Curatorial Services High School 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. \*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:** April 30, 2026

**Desired Schedule:** 16 hrs/week, for 6 weeks between June and July 2026.

**Broad Scope of Position:** The student will work closely with the Registrar, Collections Manager, and Head of Curatorial Services to learn the basics of museum collecting and processing. Activities will include learning how to use office-related software, researching museum artifacts, cataloging and processing collections, creating custom housing for artifacts, and conducting a small inventory.

**Outcomes:** This internship will provide the student with valuable on-the-job training in the broad scope of curation and collection management. The intern will work closely with staff to assist in acquiring, processing, and housing new collections. By the end of the internship, the student should be able to understand the basics of museum registration, museum collection cataloging and labeling, and the basics of collection management. Overall, they will have a foundational understanding of basic museum collections operations.

**Desired Skills & Academic Field of Study:** Available to incoming, current, and outgoing high school students who have an interest in history, museum studies, or similar fields.

- An interest in museum work and/or history, a desire to attend a college or university to study a similar field.
- Ability to follow directions well.
- Comfortable talking with people and listening with empathy.
- Detail-oriented with an ability to synthesize information and use spreadsheets.
- Comfortable being self-directed but willing to ask questions and seek direction when unsure.

**To Apply for this Position:** Submit a cover letter, resume, a list of three references, and your



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answer to the questions below to Director of Volunteer Engagement Emily Dobish,  
[emily.dobish@state.co.us](mailto:emily.dobish@state.co.us).

- 1.) History Colorado seeks to advance the work of anti-racism. These Grounding Virtues are the result of our collective process. Please 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? 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).
- 2.) What purpose do you think museums serve in the local community?
- 3.) What are your goals after graduating high school? How will this internship help you achieve those goals?

\*\*A condition of employment is the successful completion of a background check.

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.