



# History Colorado

## External Announcement – Internship Opportunity

**Internship Title:** Guest Services Internship

**Internship Location:** Trinidad History Museum, Trinidad, CO

**Stipend:** \$4,000. 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. \*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 1, 2026

**Desired Schedule** - 20 hours/week (May - August, 2026) for a total of 300 hours. Exact schedule to be determined by the intern and their supervisor.

**Broad Scope of Position:** The Trinidad History Museum is seeking a motivated and enthusiastic intern to join our Operations Team. This position offers hands-on experience in daily museum operations and visitor engagement. The intern will assist with guest services, daily tours, gift shop sales and merchandising, and general museum operations. The ideal candidate is comfortable speaking with diverse audiences, performing data entry, and using technology in a professional setting.

Through this internship, the selected candidate will gain practical experience in the museum field and contribute to a variety of operational areas, including:

- Archive research and digitization
- Tour development and visitor experience
- Retail sales and point-of-sale systems
- General administrative and operational support

Learning Outcomes - By the end of the internship, the intern will have developed:

- Strong communication skills with a wide range of audiences
- Experience using point-of-sale systems for sales and merchandising
- Skills in creating and presenting tours of historic buildings
- A foundational understanding of museum operations within a collaborative and supportive environment

This internship provides a valuable opportunity to build professional skills while contributing meaningfully to the museum's mission and daily operations.

**Desired Skills & Academic Field of Study:** Recommended for undergraduate and graduate students in anthropology, history, sociology, journalism, political science, or a related field.

- An interest in learning more about museum operations
- Familiarity with or willingness to learn Google Suite
- Computer and internet literacy
- Strong communication skills
- Ability to work independently and meet deadlines

**To Apply for this Position:** Submit a resume, cover letter, and your answer to the question below to Emily Dobish, Director of Volunteer Engagement (emily.dobish@state.co.us). In your cover letter, please explain your reasons for wanting to participate in History Colorado's internship program and how such an experience will help to further your education and career plans. \*Include the name of this internship in your email subject line.

Answer this question: How have [these grounding virtues](#) shown up in your previous work and /or how would you contribute to these virtues in your internship position at History Colorado's Trinidad History Museum?

\*\*All interns must successfully complete 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.