



CHRAB Archive and Manuscripts Collections Intern

Reports to: Collections Manager and Curator of History

Department: Museum of the West Collections

Duration: 240 hours

Stipend: \$2500

Start Date: October 2021

Position Overview:

The CHRAB Archive and Manuscripts Collections Intern reports to the Collections Manager and is responsible for executing tasks in accordance with CHRAB Grant standards and planning. These tasks include processing of archival collections, scanning documents and photos, data correction and clean up, data input into collections database, as well as other duties as assigned by grant schedule. All tasks shall be performed onsite.

This position is funded by and vital to the fulfilment of a grant presented to the Museums of Western Colorado by the Colorado Historic Records Advisory Board. It is a position well suited for someone pursuing a career in museums, history, or other related fields. Interns accepted onto this project will gain experience working with collections database software and become familiar with AAM standard museum practices.

Position Responsibilities:

- Catalog and process archival collections
- Data entry and clean up in collections database
- Scanning documents and photos
- Perform basic preservation tasks
- Other tasks as assigned

Requirements for the Position:

- Ability to initiate and perform tasks with limited supervision
- Strong verbal and written skills
- Strong comprehension skills and ability to follow directions
- Experience with PC computers and typical software
- Willingness to learn new software
- Must pass a background check

Physical Requirements:

- Sitting and/or standing for extended periods of time
- Lifting heavy and/or oversized boxes and folders*

- Climbing ladders*
- Performing repetitive tasks

*Accommodations can be made

Review Process:

The Museums of Western Colorado are currently accepting applications and will do so until September 30, 2021.

Please note that materials submitted in your application packet will not be returned. You will be contacted after review of your application packet.

A department may be unable to offer an internship for a particular semester, for varying reasons, even after an opening has been posted. You will be notified if your chosen department is not able to offer an internship.

Note that before beginning, each intern will need to pass a criminal background check.

Time Requirements:

Intern must be available to work a minimum of 7 hours per week with flexible schedules. Hours available for internships are Tuesday - Thursday, 10:00 AM - 4:30 PM. Special considerations may be given, please see department head for any altered schedule requests.

Academic Credit:

Some colleges give credit for internships. Students are responsible for arranging with their schools to receive credit.

Benefits:

In addition to getting in-depth exposure to the museum, MWC Internships also offer:

- Free admission to the museum
- A free membership to the Museums of Western Colorado
- Access to events and exhibitions at the museum
- Discounts for the museum's shops

Equal Opportunity:

All qualified applicants will receive consideration for an internship, fellowship, or research assistantship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. MWC offers equal opportunity and treatment to all who apply and is committed to diversity.

TO APPLY FOR THIS POSITION, please contact Matti Fisher at mfisher@westcomuseum.org for more information on the application process.