



## Mesa County Oral History Project Intern

**Position Availability:** 4 Positions Open Per Quarter

**Site:** Museum of the West

**Reports to:** Site Curator and Collections Manager

**Schedule:** Flexible, minimum hours 6 per week

### Position Overview

The Oral History Intern reports to the Curator of History and the Collections Manager.

They will be responsible for facilitating oral history recordings, completing transcriptions, and assisting museum staff with various aspects of supporting the purpose of the Mesa County Oral History Project.

This will include efforts to document, preserve and broaden the diversity of the Mesa County Oral History Project's collection of recorded memories and stories of Western Colorado's community members. Interns will organize, update, and input collections data. Interns will assist with scheduling recordings, filling out project related paperwork, operating audio/video recording equipment, and some travel to conduct the recordings. *This position's responsibilities are varied and quarter dependent. Inquire for more.*

### Possible Position Responsibilities

- Develop partnerships with community organizations and individuals
- Assist with training community volunteers to collect their own oral histories
- Conduct background research on subjects related to interviews
- Data entry and clean up in online database
- Interview community members for Oral Histories, within the boundaries of the program guidelines
- Review, revise, and format materials relating to position/current project
- 1-3 Social media posts per month, relating to position/current project
- Other responsibilities as assigned

### Requirements for the Position

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

### Physical Requirements

- Sitting and/or standing for extended periods of time
- Ability to speak for extended periods of time
- Lifting heavy and/or oversized objects\*
- Performing repetitive tasks

*\*Accommodations can be made*

## **ELIGIBILITY**

College students, recent graduates, graduate students, and nontraditional students are encouraged to apply. Although it is not generally required that interns have a history or paleontology major, museum departments may individualize their requirements. Eligibility varies for each internship term.

## **REVIEW PROCESS**

Unpaid interns and research assistants will be accepted throughout the year on a rolling application schedule. Applications need to be received at least a month before the proposed start date.

Please note that materials submitted in your application packet will not be returned.

The number and frequency of internships available varies. 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**

Interns must be available to work a minimum of 7 hours per week with flexible schedules. Refer to the individual descriptions for hourly commitments.

## **ACADEMIC CREDIT**

Some colleges give credit for internships. Students are responsible for arranging with their schools to receive credit. Internships are unpaid. Select internships for students from Historically Black Colleges and Universities are available as paid opportunities; please see specific internship descriptions.

## **Benefits**

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

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

*\* Dependent on hours met. Contact supervisor for more information*

## **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.