



# HISTORY *Colorado*

## External Announcement – Internship Opportunity

**Internship Title:** History Colorado Adult Public Programs Internship

**Internship Location:** History Colorado Center, Denver, CO

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

**Release Date:** August, 2017

**Apply By:** September 8, 2017

**Start Date:** Must be available to start mid September for training.

**Open Positions:** 1

**Desired Schedule:** 10-20 hours per week, with weekday and some weekend availability from September 2017 – December 2017.

**Broad Scope of Position:** This internship is designed to give the selected candidate experience working with adult public programs in a museum setting. Duties include program development, planning and execution. This internship provides on the job training and exposure to careers in museum education, history, tourism and related fields.

The intern will learn to develop and implement an educational program specifically for the general museum audience of mainly retired-aged lifelong learners. He or she will be responsible for helping to develop programs such as tours or lectures that will be engaging to museum members and program participants. This internship will also provide the opportunity to work with other entities to help coordinate programs and tours.

The intern will have the opportunity to learn how to develop and facilitate an educational program or tour in a museum setting. Duties may include assisting with occasional internal museum programs-- which can include set up of a room, a/v set up, mingling with guests and taking tickets-- planning details for tours and treks throughout the year, taking reservations for tours and treks, assisting with promotional materials and general office duties such as filing and data entry.

It is a goal of this institution to cultivate people of all backgrounds and abilities and help them find educational value in our organization.

**Desired Skills/Academic Field of Study:** Tourism or Hospitality Management, Museum Studies, History, Geography or any other applicable degree.

**To Apply for this Position:** Submit a resume and cover letter explaining reasons for wanting to participate in this internship program to Tour Director, Shawn Snow, shawn.snow@state.co.us. Explain how this experience would be beneficial to your career or further educational plans. Please briefly outline your abilities, interests, and career goals.

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