Archive Intern

**Internship Supervisor:** Lesley Struc, Curator of The Archive. Archive Research Assistants will also provide internship guidance

**Compensation:** non-paid, for college credit

**Duration:** 2020 Spring Semester (January-April)

**Frequency and Hours:** Typically 10 hours per week and flexible to accommodate student’s class schedule, but the hours must fit between 8:00 am to 5:00 pm on Mondays through Saturdays

**Type of Internship:** Special Collections Processing – Arranging, Describing, and Creating a Finding Aid; other duties as assigned (may include scanning, data entry, and other aspects of archival work)

**Skills Learned:**
- Practical hands-on archival experience
- Processing an archival collection
- Knowledge of collections management software
- Handling practices of historical artifacts

**Qualifications:**
Applicants should currently be enrolled in a college program and have completed their freshman year of college. Students with an interest in non-profit careers, museum studies, art history, anthropology, history, or similar are eligible. Applicants should have a strong attention to detail and be very task-oriented.

**Description of the Internship: Internships**

Internships at The Archive at Fort Collins Museum of Discovery typically focus on processing a specific special collection using standard archival procedure. Archive interns begin their project working with the Curator to evaluate the state of their archival materials, their storage conditions, and their general arrangement and description. After determining a course of action the intern then works independently to organize and arrange their special collection and improve storage housing as needed. This work often involves research into various aspects of local history and the completion of a written finding aid that will be published online to the Fort Collins History Connection database.

To apply: Please fill out an application online [http://fcmod.org/jobs](http://fcmod.org/jobs)
Accepting applications through September 30th