



History Colorado

External Announcement – Fellowship Opportunity

Internship Title: Website Management Internship - Fall 2024

Internship Location: History Colorado Center, Denver, CO (This position is in-person and not available for remote work.)

Stipend: \$1,600. The stipend is not salary or compensation. The stipend is meant to support study and research during the tenure of the appointment and will be issued upon completion of the internship.

*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.*

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.

Apply By: September 30, 2024 or until filled.

Desired Schedule: 10 hours/week (October - December, 2024).

Broad Scope of Position: The Marketing and Communications team is looking for an intern to assist in building a complete marketing and communications campaign, from concepting and goal-setting to production, deployment, and analysis. During this internship, the intern will acquire hands-on experience with widely used content management systems and marketing software, including Drupal (website platform), Emma (email), Sprout Social (social media), Basecamp (project management), and more. The intern will have the opportunity to gain fundamental knowledge of creating accessible content, become embedded in the marketing production process, build a portfolio of tangible marketing collateral demonstrating transferable skills, and work effectively in a fast-paced team environment.

The internship will include experiences in:

- Website support (40%)
- Digital accessibility (40%)
- Client management and interfacing (20%)

Outcomes: By the completion of this experience, the intern will have gained skills in workflow management, client interface, relationship building and maintenance, knowledge of accessibility best practices, content management, and digital marketing best practices.



History Colorado

Desired Skills & Academic Field of Study: Current or recent students in Marketing, Communications, Journalism, Public Relations, Web design/development/management, User Experience design, Graphic Design, or related degree program.

- Independent worker that is at ease asking for directional clarity
- Works well with others and collaborative
- Computer skills including Microsoft or Google Suite
- Ability to use or learn to use Canva and/or Adobe Creative Suite
- Interest in arts, culture, history, and/or nonprofits

To Apply for this Position: Submit a resume, cover letter explaining interest in this internship, and your answer to the question below to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us.

As a response to the national protests regarding systemic injustice, History Colorado staff came together to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These Grounding Virtues are the result of our collective process.

Please click here:

https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf.

Answer this question: How have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your internship position at History Colorado?

****All fellows and interns must successfully complete a background check.**