

History Denver / Molly Brown House Museum

<https://historicdenver.org/> and <https://mollybrown.org/>

PUBLIC HISTORY INTERN

Historic Denver offers hands-on learning experiences to introduce interns to the field of public history through both outdoor place-based storytelling as well as within a museum setting. This internship offers an opportunity for students to directly contribute to the professional work of a preservation organization and its flagship museum property while also undergoing career exploration, personal development, and an opportunity to learn new skills.

For those interested in pursuing or exploring a public history or museum career, the Public History Intern will be provided with a rotation of departmental training over the internship period. Through close work under professional staff members, and complemented with activities designed for this individual to receive greater exposure to emerging and inclusive best-practices in the public history and museum fields, the Public History Intern should gain an understanding of the workings of the organization as a whole, while also considering the broader role of public history within a contemporary socio-cultural context.

The Public History Intern will rotate through and support the work of each of the organization's operational departments. Time spent in each area can be adjusted based on personal interests. Departments and duties include:

Development & Communications (10% of internship time)

Hands-on experience with organization-wide communication with the public, members, and donors including preparing member communication materials and providing development support such as planning and working member events, conducting funder prospect searches, and donor management using database queries.

Curatorial /Conservation / Facilities (10% of internship time)

Hands-on experience in organizing and digitizing museum archives as well as training in the basics of material object collections care and display.

Learning & Engagement (20% of internship time)

Hands-on experience in developing programs for school-aged and adult audiences and modifying existing programs to meet state content standards. Experience with presenting demonstrations and other activities for children, families, adults, and special needs groups.

Public Programs (25% of internship time)

Hands-on experience in learning and presenting public history programs to the organization's audiences. Experience will include outdoor walking tours, indoor museum tours, and both in-person and virtual programs and presentations.

Visitor Services & Volunteer Engagement (25% of internship time)

Hands-on experience interacting with the public to facilitate daily operational goals demonstrating the organization's mission and customer service values. Experience managing and communicating with a cohort of volunteers.

Management & Administration (10% of internship time)

Hands-on experience in non-profit public history and museum best practices and financial accountability. Experience includes basics in non-profit budgeting, marketing, fundraising, and resource management.

Necessary Qualifications:

- Strong communication, writing, and organizational skills
- Ability to work and function in a creative and flexible environment
- Ability to self-manage and stay on task
- A strong interest in public history and museums

Work Location/Hours:

Historic Denver and its flagship Molly Brown House Museum are located in the historic Capitol Hill neighborhood with offices in two locations four blocks apart. Candidates will be expected to get to each location as assigned, as well as any designated meeting location for program purposes within the downtown Denver urban core. Any mileage expended in the course of duties outside of this parameter can be reimbursed at a rate of \$.50/mile.

Primary workplace:

Molly Brown House Museum
1340 N Pennsylvania Street
Denver, CO 80203

As a Diversity in the Arts Scholarship recipient, the Public History Intern position will run for 10 weeks during the summer of 2022, beginning Tuesday, May 31, with a final day of work on Friday, August 5. The Public History Intern will work no more than 40 hours a week, including approximately 5 hours of DITA learning requirement hours per week. Depending on scheduled duties within a given week, the work schedule will primarily be 9:00 am – 5:00 pm Monday – Friday, but may also include some evening or weekend hours to support public program delivery. The rate of pay for the Public History Intern through the Diversity in the Arts Scholarship will be \$15.87 an hour.

Commitment to Equal Opportunity:

Historic Denver, Inc. is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other status protected by state or local law.