January 8, 2016

Job Description, Colorado Encyclopedia Intern for Colorado Humanities

The Colorado Encyclopedia Intern for Colorado Humanities will have ample opportunities to practice research and publication production skills. The intern will be supervised by the Director of Programs & Center for the Book at Colorado Humanities as well as the Editor-in-Chief of the Encyclopedia. He or she will work closely with the Colorado Encyclopedia Editorial Assistant and Technology Advisory Board.

The intern will assist Encyclopedia staff with

1. Locating photographic, audio, video and other digital or print media to support articles and essays

2. Writing captions for media items and other duties as assigned.

The position requires skills in communication, research, word processing, spreadsheet, and task management. Hours are flexible and most work can be done remotely. This internship is unpaid. Interns will be acknowledged on the Encyclopedia website. Student in Communications, History, Public History, Digital Media, or Library Science preferred.