

## Historic Sites Intern for the *Colorado Encyclopedia*

The Historic Sites Intern for the *Colorado Encyclopedia* will be responsible for assisting with the creation of marketing cards based on historic and archaeological sites included in the *Encyclopedia*. As part of this project, the intern will have opportunities to practice research and develop marketing and publication production skills. The intern will be supervised by the Director of Programs and Center for the Book at Colorado Humanities and will work closely with the Historic Sites Editorial Assistant for the *Colorado Encyclopedia*.

The intern will assist *Encyclopedia* staff with:

1. Selecting eye-catching photographs of historic and archaeological sites
2. Developing interesting questions based on *Encyclopedia* articles
3. Generating QR codes that point to specific *Encyclopedia* articles
4. Creating *Encyclopedia* marketing cards by dropping the photos, questions, and QR codes into a template (in Pages or InDesign)

The position requires skills in communication, research, word processing, and minimal graphic design. It requires 8–10 hours of work per week during the spring semester. Hours are flexible and most work can be done remotely after initial meetings at the Colorado Humanities office in Greenwood Village.

This internship is unpaid. Interns will be acknowledged on the *Encyclopedia* website. Graduate (or senior undergraduate) history, public history, or library science student preferred.

