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May 1, 2023

Colorado Humanities Intern Job Description: Young Chautauqua Program Intern

Work will be done in consultation with the Colorado Humanities History Programs Coordinator, who will in turn consult with the Director of Programs, the Executive Director and the other staff members.

Location: Remote and in office at 7935 E Prentice Avenue, Suite 450, Greenwood Village CO 80111

The Young Chautauqua Program Intern is a temporary internship.
\$14/ per hour for up to 200 hours June 15, 2023-August 31, 2023.

The Young Chautauqua Program Intern supports the program by providing a variety of clerical and hands-on tasks, including:

1. Create and distribute marketing materials for the online version of the program
2. Reach out to Colorado teachers who might be interested in adopting the Young Chautauqua program in conjunction with their curriculum
3. Develop outreach lists of Colorado teachers
4. Assist with online curriculum development to create additional support materials for teachers and students using the online modules
5. Help to create presentations that can be shared with school administrators and teachers highlighting the purpose and intent of the program and its benefits for teachers to include as part of their yearly curriculum
6. Organize and assemble materials, such as notebooks and program documents.
7. Other duties as assigned to support trainings, classes, evaluation, and documentation.

Desired Skills and Qualifications

Organized

Strong verbal and written communicator in English

Proficiency in Microsoft Word, Excel, similar software and team platforms, such as Google Docs

Ability to complete tasks independently AND work as a team member

Assist with outreach efforts in phone, in-person, and email or written formats

Some in-person work is required, but will be negotiated individually

Communication by phone, email, and in person with supervisor

To Apply for this position, submit a resume and cover letter to Jennifer Macias, History Programs Coordinator, at jennifer@coloradohumanities.org.

About Colorado Humanities

Colorado Humanities' mission is to inspire the exploration of ideas and appreciation of Colorado's diverse cultural heritage, and, as the host for the Colorado Center for the Book, to foster a love of reading and books. Our objectives include forging community partnerships statewide to develop and implement meaningful programs that encourage community engagement. We are one of the 56 humanities councils across the nation that receives core funding from NEH to promote humanities education through community-based programs.

About the Young Chautauqua Program

Our Young Chautauqua program is a school and community based workshop program that increases 4th grade through high school students' academic interest and achievement in historical research, writing, and public speaking. Young Chautauqua students learn to research and interpret history in a personally engaging way. They choose historical figures to study and develop into Chautauqua presentations, write creative and historically based first-person monologues, devise appropriate period costumes, and practice delivery of their Chautauqua characterizations to prepare for performing before multiple audiences.

What's in it for you as an Intern

This is a great opportunity for anyone interested in public history or education. You will get hands-on experience with creation and delivery of an online curriculum, as well as the opportunity to think about different approaches to teaching, especially as it applies to history. You will also get an opportunity to gain work experience as a public historian and learn more about Colorado's historical and educational community.