



FIND YOUR MUSE®

Student Research Assistant Position

The Museum of Boulder (“Muse”) seeks undergraduate and graduate students to assist in researching and collecting material for a forthcoming exhibit tentatively titled *Proclaiming Colorado’s Black History*. The planned exhibit will run at the Museum of Boulder from Fall 2023 - Fall 2025.

Duties and Responsibilities

- Work under the direction of a Muse-affiliated supervisor.
- Assist in the gathering of data related to projects assigned, which may include but is not limited to conducting Internet research, conducting oral history interviews, and pulling, organizing, and/or entering data.
- Assist in the preparation of reports on project research.

Required Qualifications:

- An undergraduate or graduate student at an accredited institution of higher education in Colorado.
- Attention to detail.
- Have regular access to the Internet.
- Proficiency in email communication.
- Proficiency in using electronic databases of digitized materials.

Preferred Qualifications:

- Previous electronic research experience.
- Previous archival research experience.
- Previous oral history experience.
- Proficiency with Microsoft products (especially Excel and Word).
- Proficiency with Google products (especially Drive, Documents, and Spreadsheets).
- Proficiency with file sharing applications like Dropbox and/or WeTransfer.
- Strong written and verbal communication skills.
- Demonstrated interest in Black history.
- Previous research experience with historical newspapers.
- Students of color are encouraged to apply.



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Work Hour Requirement: 5 hours/week, or 60 hours, per semester. Student researchers may be eligible to work additional semesters. Students work and meet with supervisors remotely unless otherwise requested by the candidate.

Compensation: \$1,200 per semester. The Muse will also provide support to present at a conference of your choice, selecting between the American Association for State and Local History, the Colorado-Wyoming Association of Museums, and the Mountain-Plains Association of Museums, or contribute the sponsored amount toward attending the American Alliance of Museums conference.

To apply, please submit the following:

1. Resume or Curriculum Vitae.
2. Indicate your general availability of this position, and the days of the week and times that you will be able to work.
3. A short statement (no more than 250 words) of why you are a great candidate for this position.

Please use [this form](https://tinyurl.com/v4esadrr) (<https://tinyurl.com/v4esadrr>) to submit a brief cover letter and resume to Emily Zinn, Director of Education, Museum of Boulder, by September 5, 2022 for consideration for the fall semester.

Questions? Please contact Adrian Miller, PCBH project co-director, soulfoodscholar@gmail.com.