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National Archives Internship Placements Opportunities 2025

Description

The National Archives is offering internship placements for motivated and passionate individuals interested in gaining hands-on experience in archival research, preservation, and public engagement. Interns will work alongside experienced professionals in a range of departments, contributing to the preservation of historical records and improving access to the nation's documentary heritage. This opportunity will provide valuable exposure to the inner workings of a leading national archive institution while helping to shape the future of archival practice.

Responsibilities

- Assist with the cataloging, preservation, and digitization of archival materials.
- Support research and document retrieval for both internal and external stakeholders.
- Contribute to the development of educational programs and public outreach initiatives.
- Aid in managing the collection of historical records, ensuring they are accurately stored and maintained.
- Help prepare materials for exhibitions and public presentations.
- Participate in project-based work within various departments (such as Conservation, Digital Archives, or Records Management).
- Provide administrative support, including maintaining databases and creating reports on collection status.
- Assist in responding to public inquiries and facilitating access to archives as needed.
- Participate in training and professional development activities related to archival practices.

Qualifications

- Current enrollment in or recent completion of an undergraduate or postgraduate program in Archival Studies, History, Library Science, Information Management, or a related field.
- A strong interest in history, archives, or preservation of cultural heritage.
- Understanding of archival principles and practices is desirable but not required.

Experience

- Previous internship or volunteer experience in a library, museum, archive, or cultural heritage setting is an advantage.
- Familiarity with archival management software or digital preservation tools is desirable but not mandatory.
- Experience with data entry, research, or administrative tasks is beneficial.

Hiring organization

National Archives Internship

Employment Type

Intern

Industry

Museums, Historical Sites, and Zoos

Job Location

London, England, United Kingdom,,
E1 8RU,, London,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

December 13, 2024

Valid through

16.12.2026

Skills

- Strong organizational and time management skills.
- Attention to detail and ability to work with historical documents and artifacts.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.
- Problem-solving skills with a proactive approach to tasks.
- Knowledge of digital tools and platforms, including Microsoft Office Suite, is essential.
- Ability to maintain confidentiality and handle sensitive materials with care.

Job Benefits

- Gain hands-on experience in a world-renowned archive institution.
- Work alongside professionals in the archival, historical, and heritage sectors.
- Opportunity to develop key skills in research, cataloging, preservation, and public engagement.
- Access to professional development opportunities, including workshops and seminars.
- Networking opportunities with experts in the archival and museum fields.
- A certificate of completion and reference letter upon successful completion of the internship.
- Travel expenses and/or lunch stipends may be provided depending on the placement terms.

How To Apply

To apply for the National Archives Internship Placements for 2025, please follow these steps:

1. Submit a current CV outlining your academic background, any relevant experience, and skills.
2. Write a cover letter explaining your interest in the internship, what you hope to achieve, and why you are a good fit for the program.
3. Provide two references who can speak to your qualifications and character.

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