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Walsall College Internship Students Archives Vacancies 2025 In UK

Description

Walsall College is offering an exciting Internship and Apprenticeship opportunity within its Archives Department for 2025. This is an ideal role for students or recent graduates interested in working with historical documents, archives, and collections in an educational and professional setting. The internship/apprenticeship will provide hands-on experience in archival practices, preservation, and cataloging, offering a unique opportunity to contribute to the management and safeguarding of important records and materials. This is a fantastic opportunity to gain practical skills and build a career in the field of archives, libraries, or heritage management.

Responsibilities

- Assist in the collection, cataloging, and preservation of documents, records, and artifacts within the college archives.
- Support the digitization and indexing of materials for easier access and long-term preservation.
- Conduct research to support archival projects, providing accurate historical context for materials when necessary.
- Help maintain the physical and digital archival storage, ensuring materials are kept in optimal condition and comply with regulatory standards.
- Assist with organizing and delivering archival exhibitions, workshops, and educational resources for students and the community.
- Provide general administrative support within the archives team, including data entry, preparing reports, and filing documents.
- Engage with visitors, students, and staff to provide information on the archives and assist with research requests.
- Contribute to the development of policies and procedures for handling and preserving collections.
- Participate in training and development sessions to improve your skills in archive management, data handling, and preservation techniques.

Qualifications

- Applicants should be enrolled in or have recently completed a relevant academic qualification, such as A-Levels, a degree in history, archive studies, library science, or a related field.
- Candidates with a strong interest in history, archives, or heritage management are encouraged to apply.
- For apprenticeships, candidates should have a minimum of GCSEs (or equivalent) in English and Maths.

Experience

- No prior experience in archives or similar fields is required for the internship; however, candidates with any volunteer work, internships, or academic experience in research, history, or library studies will be advantageous.
- For apprenticeships, practical experience in office administration, research,

Hiring organization

Walsall College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Education Management

Job Location

West Midlands, England, United Kingdom, WV,, West Midlands,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

November 27, 2024

Valid through

07.11.2026

or similar environments will be helpful but not mandatory.

Skills

- Strong written and verbal communication skills.
- Good research and analytical abilities.
- Organizational skills with the ability to handle multiple tasks and prioritize effectively.
- Attention to detail, especially when dealing with historical materials.
- Ability to work both independently and as part of a team.
- Proficiency in using office software (Microsoft Office Suite, Google Workspace, etc.).
- Willingness to learn new tools and systems for archiving and digital cataloging.
- A proactive and enthusiastic approach to problem-solving and taking on new challenges.

Job Benefits

- Competitive salary or apprenticeship wage.
- Access to training and development opportunities, including mentorship and workshops in archival work and heritage management.
- Opportunity to gain valuable experience in the management and preservation of historical documents and artifacts.
- Flexible working hours depending on the department and role.
- Opportunities to network with professionals in the archives, history, and heritage sectors.
- Potential for career advancement within Walsall College or the wider archives sector following completion of the internship or apprenticeship.
- A supportive work environment with a focus on your career growth and personal development.

How To Apply

To apply for the Walsall College Archives Internship and Apprenticeship Opportunities 2025, please visit the Walsall College careers page and complete the online application form. You will need to upload your CV along with a cover letter explaining why you are interested in this role, detailing your relevant skills and qualifications, and demonstrating your enthusiasm for working in the archives sector.

[Job Vacancies Portal Here:](#)