Work Experience Placements

The Borthwick Institute for Archives has an opportunity for all students of the University of York to work in a stimulating and fast-paced environment. We are looking for a group of 2-6 students to join us for a week to experience what it’s like to work in archives. You will work closely with original records and a range of tasks related to a designated project. These may include:

- sorting collections in preparation for detailed listing;
- boxing work;
- basic listing work;
- digitisation of original archive material;
- outreach work.

You don’t need any previous knowledge or experience of working in archives, but you will need:

- an interest in archives and the range of work the Borthwick undertakes, with the intention of exploring a career in archives;
- the ability to work both independently and as part of a team;
- a conscientious, meticulous approach to work, with strong attention to detail.

Applicants should ensure they are available for the whole of the week (Monday-Friday) beginning 23 September. The working day is 9.15-4.45.

Although the placement is unpaid, you will receive appropriate guidance, mentoring and advice on how best to pursue a career in archives further, should you so wish. You will receive a basic induction into the main issues affecting archives and the skills you will need to pursue a career further.
So, if you are interested in finding out whether archive work might be the career for you, we are looking forward to hearing from you.

**How to apply**

Please send a CV and covering letter addressed to Dr Paul Dryburgh and Dr Amanda Jones at the Borthwick Institute email address (borthwick-institute@york.ac.uk).

Closing date for applications is Friday 23 August 2013.

Successful candidates will be contacted on or shortly after 30 August 2013.