



THE UNIVERSITY *of York*

BORTHWICK INSTITUTE

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 2-4 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;
- 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 15 April. 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 22 February 2013.

Interviews will take place at the Borthwick Institute on the afternoon of Monday 11 March 2013.