Voluntary and Paid traineeships for Archives and Records Management in the UK & Ireland

Below are the details of both voluntary and paid work experience and graduate traineeships offered by Archive and Records Management services in the UK and Ireland.

Please note that this list is of posts that are regularly provided and whose service has contacted us to be included. There may therefore be other opportunities for paid work in archives and/or records management in your area that are not on this list. Such posts are often advertised in the local press as well as the ARCHIVES-NRA Emailing list for archival issues and opportunities in the UK. You can join this mailing list by going to its subscription page at; https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=archives-nra.

N.B. Please pay attention to the date of advertisement for any post you are interested in as many of the below services have strict timetables in terms of recruitment and do not accept speculative CVs at any other times of the year. If you are in any doubt over the details provided below contact the person given for each post to find out more.

There may be ad-hoc voluntary opportunities for archives and/or records management work experience in your area that are not on this list. Contact Archives and Records Management services in your area to see what might be available.

The Archives Online Directory (http://www.nationalarchives.gov.uk/archon/) has the contact details of the majority of UK and Irish archive services, arranged helpfully by the same regions as below. Many Archive services also have sister Records Management services, so the ARCHON Directory can also be of use for those interested in acquiring records management experience.

Last updated: August 2018
Eastern Region
The Bedford Estate Archives

Tasks will include box listing, item description and re-boxing.

Relevant Qualities/Experience
• Ability to work methodically & independently
• Good attention to detail
• Good communication skills

Location: The Bedford Office, Woburn, Bedfordshire.
Salary: Unpaid voluntary work. Accommodation can be provided on the estate.

If you are interested in applying, please send a copy of your CV and a one page statement detailing why you are interested in the post and any relevant experience to Nicola.allen@woburn.co.uk. For more information or an informal chat about the post, please contact Nicola Allen 01525 290333 ext288.

Voluntary position

East Midlands Region
Cotesbach Educational Trust

Main duties/opportunities
Cotesbach Educational Trust is seeking student volunteers to join a team already working on an archive cataloguing project at Cotesbach Hall. The archive is to be on indefinite loan to the CET from the Marriott family, and includes correspondence documents and visual material relating to the management of Cotesbach Estate which the family has owned since 1759, important theological material with strong links to the Oxford Movement, WW1 primary source material and much more. The placement would involve working with Modes Compact software and shared databases as we build up the digital information supporting the archive, working both in Excel and with Gedcom files, importing and adding to data using Family Historian software. Creative and up-to-date input including social
networking is a necessary step forward as we work towards our wider aim of making the archive accessible to a wide range of people through educational programmes designed for the CET once it is up and running (see www.cotesbachschoollhouse.org.uk).

**Number of posts:** 1 voluntary post from September 2012/regular commitment 1 or 2 days a week for 6 months initially

NB own transport needed but can be reimbursed

**Voluntary Opportunity**

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**London Region**

**Bank of England Archive**

Sarah Millard, Bank Archivist
Bank of England, Threadneedle Street
London, EC2R 8AH
Tel: 020 7601 3388
Email: archive@bankofengland.co.uk
www.bankofengland.co.uk

**Main Duties/Opportunities available:** This is an opportunity for a graduate with an interest in pursuing a career in archives or records management. The Bank is a major financial institution and the placement would suit somebody wanting experience of working in a business environment. As part of the Research Services Team the work is varied and will include cataloguing using CALM. There will be opportunities to attend archive related events.

Number of posts: 1

**Duration:** 51 week full time contract running from September to September

**Paid Placement:**

Salary: c £22,000

This post will be advertised June/July on the Archives-NRA mailing list only. Speculative CVs or enquires received outside the recruitment campaign are not accepted.

The Bank of England Archive does not currently offer any voluntary opportunities
London Region

BT Archives

Anne Archer
3rd Floor, Holborn Telephone Exchange
268-270 High Holborn
London
WC1V 7EE
Telephone Number: 020 7440 4220
E-mail Address: archives@bt.com
Website: bt.com/archives

Main Duties/Opportunities available:

Projects may include repackaging documents, listing records on our Calm cataloguing software, scanning photographic negatives, and researching enquiries.

Number of posts:
Duration: To be agreed with volunteer
Voluntary Opportunity

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London Region

HSBC Group Archives

Tina Staples, Head of Archives
HSBC Group Archives
8 Canada Square
London
E14 5HQ
020 7992 1560
tinastaples@hsbc.com

Main Duties/Opportunities available: A wide variety of tasks, including answering enquiries, basic accessioning and cataloguing, supervising the searchroom, records retrieval and re-packing, and outreach.

Number of posts: 1

Duration: Contract runs from September to September

Salary: c. £20,000

When Advertised: May/June on the Archives-NRA mailing list only. Speculative CVs or enquiries outside the formal recruitment campaign are not accepted.
London Region
Jesuits in Britain Archives
www.jesuit.org.uk/archives-jesuits-britain

Main Duties/Opportunities: The placement is intended to give an introduction to archives and an overview of the work done, and is an ideal opportunity for those considering a career in the archives profession and seeking some practical experience. We will give you a tour and an introduction to the archives and all the team will be prepared to discuss their roles and experiences with you and answer any questions you may have. There may be a variety of tasks for you to do, which may include box listing, sorting, cataloguing using CALM, cleaning and repackaging archives, helping with enquiries and visitors and other outreach activities, such as writing blog posts.

Location: 114 Mount Street, London, W1K 3AH

Duration: Flexible. It can be a short term, eg two week, placement or a continuing weekly commitment, depending upon your availability and experience and according to the nature of the project.

Salary: As this is a volunteering position there is no remuneration offered. For those days during which you volunteer with us, we are able to offer £6 per day towards your ‘out-of-pocket’ lunch expenses or alternatively, you would be most welcome to join us for lunch in the Refectory.

How to apply: If you are interested, please send a statement detailing why you are interested in this post, any relevant experience you have and thoughts on your future career in the archive profession, to the Archivist, Rebecca Somerset at archives@gbsj.org

For more information or to have an informal chat about the opportunities we can provide, please contact Rebecca Somerset at archives@gbsj.org or 020 7529 4836

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London Region
National Theatre Archive

NT Studio, The Cut, SE1 8LL
+44 (0)20 7452 3136
www.nationaltheatre.org.uk/archive
archive@nationaltheatre.org.uk

Main Duties/Opportunities available: The NT Archive operates a rolling scheme offering voluntary, unpaid work experience placements. We like to offer volunteers a variety of work so that they gain an understanding of archives and then set an individual project so that they can have a sense of ownership and fulfilment in completing a task. Our induction session allows volunteers an understanding of archive work and the variety of opportunities available in the sector. Tasks may include listing, cataloguing using CALM, improving finding aids, conducting research, repackaging, and dealing with enquiries. Volunteers are expected to be able to work well both independently and as part of the archive team.
Aside from voluntary opportunities the paid NT Archive Assistant post is advertised every September on the NRA list. This is a one-year post for a trainee who intends to pursue a career in archives administration or records management.

Duration: Please contact the NT Archive for further details.
Voluntary Opportunity

Voluntary Opportunity

London Region
Nick Greenwood
International Institute for Environment and Development
80-86 Gray's Inn Road
London, WC1X 8NH, UK
Tel: +44 (0)20 3463 7399

The International Institute for Environment and Development (IIED) is a leader in the field of sustainable development. With over 80 staff based in London and partners around the world, IIED has been at the forefront of policy-making in development for nearly 40 years. IIED aims to provide expertise and leadership in researching and achieving sustainable development at national, regional and global levels. In alliance with others, the institute is working to end global poverty and deliver and sustain efficient and equitable management of the world’s resources. For more information, please see www.iied.org

David Satterthwaite is one of our Senior Fellows and longest serving member of staff. He is a world expert in his field of human settlements. Over the last 40 years, he has built up a substantial paper archive of materials, including books, papers from conferences, background materials, press cuttings, journal papers and so on. http://www.iied.org/group/human-settlements

We are looking for an archivist to work on this archive, catalogue it and turn the non-book material into a digital archive which can then be accessed by practitioners across the world.

This is a new activity for IIED and we are looking for a volunteer who can advise on the project and carry out the archiving task. We will cover travel expenses within the London zone system, and a lunch allowance.

If you are interested in this opportunity, please could you write to me at IIED, setting out your interest, approach and availability. I intend to interview the top candidates over the next few weeks.
Voluntary Opportunity with travel expenses within the London zone system, and a lunch allowance.
Job Specification – Internship programme

This is not just a role in the Corporate Communications department, this is an internship programme. You will be required to participate in organising charity and social events taking place in the bank as a team. You will also get a lot of support in learning about Wholesale Banking and laying the foundations for a professional future career. We are looking for an enthusiastic team player to get stuck into all of the intern tasks.

UK Corporate Communications is responsible for protecting and enhancing the image of ING in the UK and Ireland through a range of communication methods: media relations, events, branding, advertising, internal communications and corporate social responsibility initiatives. The department also manages the prestigious Baring Archive, a designated collection which is one of the finest archives of a financial institution anywhere in the world.

Main Duties and Responsibilities of Role

Assisting the Art & Archive Manager with the collections, including stock checks, inputting information, developing marketing ideas and supervising visiting researchers

Assist with the provision of an enquiry service for internal stakeholders and external researchers

Oversee the ordering of art reproductions for long service awards

Developing the database for the ING UK art collection and Baring Archive

Assist and develop communities on ING’s internal social media platform

Prepare relevant documents / presentations

Develop good working relationship with colleagues from the wider Corporate Communications team, Art Club, Art and Archive Committee UK and Art Management department in Netherlands

Assist with intern-led high profile annual charity event

General administrative tasks

Provide general support for the activities of the Corporate Communications Department

Undertake any other tasks as directed by the Archivist
Career Potential

This role provides an excellent opportunity to gain experience working with a corporate art collection and business archive. It will provide solid experience for those wishing to apply for an MA in Archives and Records Management and for those seeking to pursue a career in the management of corporate collections.

Candidate Profile

Essential: A recent graduate or currently in final year of degree

Desirable: Preferably education in history, history of art, archaeology, economics, literature or a related field.

Experience/Knowledge

Essential: An interest in history and business archives and a wish to pursue an MA in Archives and Records Management or a related field.

Desirable: A demonstrable interest in archives, history and art

Number of posts: 1 internship
Duration: Full time 9.00 am - 5.00pm
Paid Opportunity – Sept 2018-June 2019

London Region
Guardian News and Media Archive

Philippa Mole
Head of Archives
Kings Place, 90 York Way, London N1 9GU
+44 20 3353 3304
archives@theguardian.com

Main Duties/Opportunities available:

- Shadowing staff to observe enquiry, environmental monitoring, digital preservation work etc.
- Working independently, but with full professional support, on repackaging, listing and cataloguing projects

This would be a particularly good opportunity for anyone looking for an early introduction to archives, or with an interest in photographic collections.

Number of posts: dependent on staff availability
Duration: min 5 working days, max 10.
Voluntary Opportunity
Queen Square Archives houses the archive collections of the National Hospital for Neurology and Neurosurgery, including an extensive collection of 1500 bound volumes of case notes covering the years 1863-1946.

This is an exciting opportunity to volunteer in a world-class institution with archives of international scientific and cultural significance, and gain an understanding of the research potential of archive material in an academic community. You will also have the opportunity to gain an insight into the role of archives and special collections within UCL.

For further information on our Archives, please see our website www.queensquare.org.uk/archives

Main duties/opportunities available:

Queen Square Archives is seeking enthusiastic volunteers to assist in a project indexing the unique case notes held in our archive, improving access to this fascinating collection located in the heart of Bloomsbury.

A hand written index of case notes by conditions is available up to 1931. The volunteers’ main role will be to create an index for cases from 1932-1946, and to transcribe the existing index, gaining the opportunity to handle unique, original material. They will also participate in a range of Archive services and activities, including assisting with exhibition displays, using CALM, and digital asset management. The role would suit someone who is considering a career as an archivist, seeking pre-qualification experience, or currently studying to become an archivist.

Applications are welcomed from candidates with excellent computer skills, attention to detail, methodical working practices, and the ability to handle fragile and confidential material appropriately. Previous archive experience is not essential. The successful candidate will be supervised and receive appropriate training.

Please send a CV and covering letter explaining why you are interested in the role, your availability, and demonstrating relevant skills and experience to:

Sarah Lawson
Librarian, Queen Square Library & Archives
UCL Institute of Neurology & The National Hospital for Neurology & Neurosurgery (UCLH)
Number of posts – one
Duration:
The roles are offered initially on a three month placement, with negotiable working arrangements (flexible between the hours of Monday-Friday 9am-6pm). One day a week would be ideal.

Voluntary opportunity
Agreed travel expenses will be reimbursed (within London zones 1-6)

London Region
Transport for London Corporate Archives

Tamara Thornhill, Corporate Archivist
Transport for London Corporate Archives
Information Governance
Transport for London
8th Floor Windsor House
42-50 Victoria Street
London
SW1H 0TL
0207 918 4535
Email corporatearchives@tfl.gov.uk

Main Duties/Opportunities Available: editing, listing and repackaging a wide variety of personal, business and public authority-type archives and possibly experience of using the ISAD(G) compliant database, CALM. Additional experience may be gained from working with staff involved in future developments for digital archives. Volunteers are also used to undertake research to compile subject guides for use by the public.

Number of posts: Variable. Interested individuals are asked to contact the Corporate Archivist

Duration: Flexible, from 2 weeks placement to continuing weekly commitment dependent upon volunteers availability and experience

Voluntary Position, with lunch and travel expenses provided London Region
Main Duties / Opportunities available: Archives Graduate Trainee. This is a one-year post for a trainee who intends to pursue a career in archives administration or records management. The trainee will assist with the full range of archival and records management activities, including dealing with enquiries and readers, repackaging and cataloguing, and will participate in several projects.
Number of posts: 1
Duration: 1 year
Salary: c. £17,729

Also voluntary posts available in the Archives throughout the year

Number of posts: No more than 3 volunteers at any one time
Duration: To be arranged

Voluntary Opportunity

Main Duties / Opportunities available:
The V&A Department of Theatre and Performance, which is the UK's national collection of the performing arts, has an ongoing volunteer programme offering unpaid experience working alongside the curatorial team. Volunteers will have induction sessions to the various operations undertaken by the department. They will be allocated a supervising curator and assigned specific tasks for the duration of their placement.

Tasks may include listing, re-housing, sorting, appraising, cataloguing, collection management tasks and projects as they arise. Volunteers are expected to be able to work well both independently and as part of the curatorial team.

Duration: minimum of 20 working days, full or part time.

Voluntary Opportunity
Main Duties/Opportunities available: Full-time Archives Assistant post with a strong focus on customer service. Main duties include search room, enquiries, reprographics, sorting and listing material.

Number of posts: 1 full-time post; part-time posts sometimes also available

Duration: Permanent contracts, but suitable for graduates seeking archives work experience

Salary: c21k for full-time posts; c18k pro rata for part-time posts

When Advertised: No set time – it depends when the post becomes vacant. Full-time post is always advertised in ARC recruitment. All posts are advertised on LSE website and on Archives-NRA mailing list. No speculative CVs will be accepted.
London Region
Natural History Museum

Laura Brown
Museum Archivist
Cromwell Rd, London, SW7 5BD
archives@nhm.ac.uk

The Museum Archives are the definitive record of the history of the Museum; it’s staff, exhibitions, architecture, collections and scientific activities. We have an on-going volunteer programme and tasks include box listing, entering and updating catalogue information on CALM, basic preservation e.g. repackaging and involvement in outreach activities such as contributing ideas for social media use. Duration: Flexible. The Archives are open Monday to Friday and regular volunteers usually give one day a week 10am to 4pm.

Our volunteer placements are advertised on our current vacancies page, or for more information see the NHM Volunteer page.

Volunteer opportunity

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London Region
Royal College of Obstetricians and Gynaecologists

Penny Bonning
Archivist and Assistant Records Manager
Royal College of Obstetricians and Gynaecologists
27 Sussex Place
Regents Park
London, NW1 4RG
020 7772 6381
archives@rcog.org.uk

Main Duties/Opportunities available: The College offers project-based voluntary work experience to graduates wishing to enter a career in information management, covering records management, and the preservation of, and provision of access to, heritage collections. This is an opportunity to work with the archives, rare books, museum artefacts and images held by the College’s Information Services Department, and tasks may include basic records management tasks, repackaging and labelling of archive, library and museum collections, research for information sheets and promotional work, and adding to the catalogue of holdings on the College’s Adlib database.

Lunch will be provided in the College cafeteria, together with a refund of travel fares up to London Underground Zone 6.

Please send a CV together with a covering letter including reasons for applying, interests, and thoughts on your future career in information management.
Duration: Flexible, to be arranged according to the nature of the project and commitments of the volunteer.

Voluntary Opportunity.

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London Region

The Royal Society for the Encouragement of Arts, Manufacture and Commerce (RSA)
www.thersa.org/about-us/history-and-archive/archive

Head of Archive and Library
RSA
8 John Adam St
London
WC2N 6EZ
020 7451 6847

Main Duties/Opportunities available: Assisting with the full range of duties in a small but busy archives, records management and library service. The post holder will focus in particular on public service duties, and a substantial proportion of his/her time is spent supervising the reading room and answering enquiries from the public and staff.

Number of posts: 1 post available every two years Duration: Contract runs Sept-Sept every two years Salary: £14,850

When Advertised: May/June in ARC Recruitment and on the archives-nra mailing list

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London Region

University of the Arts London Archives and Special Collections Centre

Georgina Orgill
University Archives and Special Collections Centre
London College of Communication
Elephant and Castle
London SE1 6SB
020 7514 9334
archive-enquiries@arts.ac.uk

Main Duties/Opportunities Available:

University of the Arts London Archives and Special Collections Centre holds over 20 archives and collections, with particular strengths in film-making, graphic design, the history of printing and sound arts. Archives and Collections include the Stanley Kubrick Archive, the Tom Eckersley Archive, the Her Noise Archive, the Les Coleman Collection and the London College of Communication Archive.
The archive centre offers a number of unpaid voluntary work experience opportunities. These are mainly suitable for individuals interested in pursuing a career in the archives sector. Projects are varied but usually involve listing and cataloguing material, research for social media promotion, undertaking basic repackaging and carrying out improvements or updates to the CALM catalogue.

Please contact the archives centre to enquire about volunteering opportunities. Prospective volunteers will be asked to come to the archive centre for a brief chat about their availability, skills and interests and will be matched to projects based on these.

**Duration:** Flexible, but volunteers generally work one day a week (usually 10am-5pm). Generally volunteers are asked to commit to staying for the duration of a project. Projects vary and can take from 3 weeks to several months.

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**London Region**

**University of London, Senate House Library**

Richard Temple, Archivist Senate House Library Malet Street
London
WC1 7HU
0207 862 8473
richard.temple@london.ac.uk or shl.specialcollections@london.ac.uk

Main Duties/Opportunities available: Box and item-level listing
Number of posts: To be negotiated
Duration: To be negotiated
Voluntary Opportunity

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**London Region**

**Wellcome Library**

215 Euston Road
London
NW1 2BE
0044 (0)20 7611 8899
archs+mss@wellcome.ac.uk
http://wellcomelibrary.org/

**Main duties/opportunities available:** The Wellcome Library operates a rolling scheme offering voluntary, unpaid placements. These are mainly appropriate for graduates aiming to follow a career in archives and to obtain pre-course experience in a dynamic archive environment.

Placements will involve a range of tasks and activities which can include any of the following:
Overview inductions by various members of the team of archivists, collection managers and conservators;
Listing and cataloguing a variety of archive media, from basic to more complex material depending on experience, using the Calm cataloguing database;
Housing, packaging and basic preservation tasks;
Tasks relating specifically to data sensitivity assessment;

Opportunities, where they arise, to accompany archivists on survey visits to view prospective acquisitions;

Shadowing staff in the rare materials reading room, observing practices and interaction with readers/researchers;

Tasks relating to born digital and other electronic material;
Opportunity to attend any relevant meetings or library events that fall on the day of the placement

Placement personnel will be supervised by a specified member of staff for the duration of the placement. They should be able to take instruction well, work fairly independently and demonstrate initiative.

Candidates should submit a CV and covering letter and if selected may be invited to attend a semi-formal interview.

**Number of posts:** Up to a maximum of 4 placements during a calendar year, dependant on staff resource and office space.

**Duration:** Placements generally cover a period of 3 months/12 weeks, personnel working a minimum of (and normally) one full day (around 7hrs) every week, flexible within the hours of 9am and 6.00pm, Mon-Fri.

**Voluntary Opportunity:** The Wellcome Library will cover reasonable travel expenses and offers a generous lunch voucher.

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**North West Region**

**RNIB National Library Service (Royal National Institute of Blind and Partially Sighted People) (near Manchester)**

RNIB National Library Service
Far Cromwell Road
Stockport
SK6 2SG

Main Duties/Opportunities available: Cataloguing using CALM, arranging records, indexing records. Sporadically opportunities for involvement in open day events, tours, talks to groups, and oral history interviews will be possible.
Number of posts: One volunteer at a time to allow one on one guidance. Duration: Tasks can be found to suit the available time of the volunteer.

Voluntary Opportunity

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**North West Region**  
**Sedbergh School Archive and Heritage Centre**

Katy Iliffe, Archivist  
The Archive and Heritage Centre  
Sedbergh School  
Back lane, Sedbergh  
Cumbria, LA10 5BX  
015396 22275  
*kli@sedberghschool.org*

Main Duties/Opportunities available: Experience can be tailored to caterer for the interests and experience of each candidate. Possible duties involve digitising records, updating catalogues and box lists, conducting enquiries, assisting readers in the searchroom, performing basic conservation and preservation, producing archive education resources. Accommodation can be provided to volunteers during the school holidays in some circumstances.

Number of posts: 3 volunteer positions are available at any one time.

Duration: Unlimited, and any commitment is considered from 1 hour a week to full time.

Voluntary Opportunity

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**North West Region**  
**The National Co-operative Archives**  
[www.archive.coop](http://www.archive.coop)

Sophie Stewart, Assistant Archivist  
archive@co-op.ac.uk  
The Co-operative College  
Holyoake House, Hanover Street  
Manchester, M60 0AS  
Tel: 0161 819 3034  
Fax: 0161 246 2946

Main Duties: Volunteers do cataloguing, enquiries or are asked to help in any research/outreach projects we may be involved in. Besides working in the archives there is also the opportunity to work from home

Duration: one day a week basis or for a block of two or three weeks

Voluntary Opportunity
Main Duties/Opportunities available:
The nature of the work will be varied, involving cataloguing, answering enquiries, promotion of the
service and inputting data into the archives and records management databases. The successful
candidate will have the opportunity to develop their archives and records management skills in a
supportive environment. Full training will be given in all aspects of the role. There may also be the
opportunity to travel to other Unilever sites within the UK.

Number of posts: 2
Duration: 1 year (running from September to September, posts advertised in May)

Voluntary Opportunity/Paid Placement: Paid placement
**North West Region**  
**Wigan Archives Service**  
Alex Miller, Archivist Wigan Archives Service  
Town Hall  
Leigh  
WN7 1DY  
01942 404430  
a.miller@wlct.org

Main Duties/Opportunities available: Voluntary positions are available throughout the year and can include cataloguing, box-listing, repackaging, assisting in the searchroom, supervised appraisal and stock-checking, answering enquiries and involvement with outreach activities.

Number of posts: Duration: Flexible Voluntary Opportunity

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**Northern Region**  
**Durham County Record Office**

Main Duties/Opportunities available: Varied experience of archive work, including cataloguing, numbering, packaging, enquiries and education work.

Number of posts:  
Duration: By arrangement with the County Archivist  
Voluntary Opportunity

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**Northern Region**  
**National Railway Museum**

Main Duties/Opportunities available:  
- Assist in the assessing, listing, boxing and sorting of specific archive collections or parts of collections  
- Carrying out research using Search Engine  
- Add information into our archive database ADLIB for archives  
- Assist with basic conservation cleaning tasks  
- Provide assistance in stores management as necessary- surveying, logging locations  
- Contributing ideas to social media feeds facebook/blogs/twitter
Number of posts:
- Please contact us and we will let you know if we have a vacancy
- If the team is at full capacity we can add you to our waiting list

Duration:
- Regular archive volunteers give one day a week 10.00 – 16.00, we ask for a commitment of at least three months
- There may be short term projects available for block periods of 1-3 weeks

Contact Alison Kay alison.kay@nrm.org.uk for more information
For more information about volunteering at the NRM and all current NRM volunteer vacancies see this website http://www.nrm.org.uk/NRM/GetInvolved/Volunteer.aspx

All placements are subject to a successful interview

Voluntary Opportunity

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Scotland Region
East Dunbartonshire Archives (EDLC)

Janice Miller, Archivist
Archives & Local Studies
William Patrick Library
2-4 West High Street
Kirkintilloch
G66 1AD

Email: janice.miller@eastdunbarton.gov.uk

Opportunities available: Voluntary placements available to work on a variety of projects including boxing and repackaging, listing, researching enquiries, scanning, reprographics and assisting with exhibitions. An initial discussion will be arranged to discuss details of placement and duration.

Number of posts: One at a time
Duration: As required
Voluntary Opportunity

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Scotland Region
Highland Council Archive Service

http://www.highland.gov.uk/leisureandtourism/what-to-see/archives/highlandcouncilarchives/

Highland Council Archivist
Highland Archive and Registration Centre
Bught Road Inverness IV3 5SS
01463 256444
archives@highland.gov.uk
Main Duties/Opportunities available: Based at the Highland Archive Centre in Inverness: Trainee Archivist
Trainee Records Officer Trainee Conservator Genealogy Trainee
Number of posts: 4 paid traineeships

Duration: Each post is tenable for four years maximum

Salary: Various

When Advertised: No set time – it depends when the posts becomes vacant.

Scotland Region
Lothian Health Services Archive
www.lhsa.lib.ed.ac.uk

Potential supervisors: Louise Williams, Archivist / Alice Doyle, Access Officer
Lothian Health Services Archive
Centre for Research Collections
Edinburgh University Library
30 George Square
Edinburgh
EH8 9LJ

Further information and contact details: http://bit.ly/1LvSdDY

Main Duties/Opportunities available: Organised through the Centre for Research Collections, LHSA operates a rolling scheme offering voluntary placements for those interested in pursuing a career in archives. Tasks may include indexing (developing skills in handling, palaeography and document analysis), contributing to LHSA outreach with blog content, and basic cataloguing tasks (developing skills in arrangement, description, content management systems and everyday rehousing). Appropriate induction and training are given to all volunteers.

Number of posts: Varies. Placements are offered throughout the year, subject to availability.

Duration: Half a day or one day per week, for up to one year.

Scotland Region
National Library of Scotland, Manuscript Collections
Alison Metcalfe, Senior Curator, Manuscript Collections
National Library of Scotland
George IV Bridge
Edinburgh
EH1 1EW
0131 623 3874
a.metcalfe@nls.uk
Main Duties/Opportunities available: Main duties include sorting, arranging and describing manuscript material.

Number of posts: Generally one placement at a time. Volunteers are asked to send a CV and a reference which will be kept on file until an opportunity arises. They will be invited to meet staff before voluntary work is formally offered.

Duration: Negotiable; full or part-time by arrangement

Voluntary Opportunity

Scotland Region
North Lanarkshire Archives & Records Management

Fiona Hughes (for Records Management)
Wiebke McGhee (for Archives)
North Lanarkshire Archives & Records Management
CultureNL Ltd
North Lanarkshire Heritage Centre
High Road
Motherwell, ML1 3HU
Tel: 01698 274590
hughesfi@culturenl.co.uk
mcgheewi@culturenl.co.uk

Main Duties/Opportunities available: Voluntary placements available covering range of archives and records management duties with main focus on listing and indexing; links with museums and local studies services also possible

Number of posts: One at a time
Duration: As required
Voluntary Opportunity

Scotland Region

Royal Highland Agricultural Association (RHASS)

Alison Taylor
RHASS, Royal Highland Centre, Ingliston, Edinburgh, EH28 8NB
Telephone Number: 0131 335 6214
E-mail Address: alisont@rhass.org.uk
www.rhass.org.uk

Main Duties/Opportunities available:
RHASS has been established since 1784 and is the respected standard bearer for farming and rural industries in Scotland. The volunteer archivist will have an induction session to the operations undertaken by the department. They will be allocated a supervising librarian and assigned specific tasks for the duration of their placement.
Tasks may include listing, re-housing, sorting, appraising, cataloguing, collection management tasks and projects as they arise. This includes preparation and cataloguing of materials for the forthcoming digital library project. Volunteers are expected to be able to work well both independently and as part of the RHASS team.

Number of posts: one

Duration: 2 days per week for 3 months
Voluntary Opportunity/Paid Placement:
Voluntary - Payment of travel expenses negotiable

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Scotland Region
The Ballast Trust

Kiara King, Archivist
The Ballast Trust
18-20 Walkinshaw Street
Johnstone
PA5 8AB

Kiara.King@glasgow.ac.uk | 01505 328488 | http://www.ballasttrust.org.uk/

The Ballast Trust is a charitable foundation established in 1987 that provides a rescue, sorting and cataloguing service for business archives with an emphasis on technical records such as shipbuilding, railway and engineering plans, drawings and photographs.

Main Duties/Opportunities available: experience working with business archives and in particular the technical records of business. Projects include box-listing, cataloguing and digitisation as well as the potential for promotion of collections through social media.

Number of posts: Generally one placement at a time. Volunteers are asked to get in touch with the archivist to discuss their requirements and available projects.

Duration: Flexible; full or part-time by arrangement
Voluntary opportunity and travel expenses are provided.

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Scotland Region
University of Glasgow

Claire Daniel
Glasgow University Archive Services
77-87 Dumbarton Rd
Glasgow
G11 6PW
0141 330 5516
Claire.daniel@gla.ac.uk
Opportunities available:
Graduate Trainee Programme:
Details available at: http://www.gla.ac.uk/services/archives/archivists/
Number of posts: 2-3 per year
Duration: 1 year: 1st August to 31st July
Salary: £15,303 - £17,503 per annum
When Advertised: Recruitment takes place in May (advertised on archives-nra)

Voluntary opportunities:
Most placements are available to current University of Glasgow students only.
These are advertised through the University's Club 21 Programme:
http://www.gla.ac.uk/services/careers/experience/club21/
Outside this scheme, we can occasionally offer experience of preservation-related tasks, including
preservation-packaging and cleaning.
Number of posts: Varies
Duration: Varied; Club 21 recruitment usually takes place three times a year.

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Scotland Region
East Dunbartonshire Archives (EDLC)
Janice Miller, Archivist
Archives & Local Studies
William Patrick Library
2-4 West High Street
Kirkintilloch
G66 1AD
Email: janice.miller@eastdunbarton.gov.uk

Opportunities available: Voluntary placements available to work on a variety of projects including
boxing and repackaging, listing, researching enquiries, scanning, reprographics and assisting with
exhibitions. An initial discussion will be arranged to discuss details of placement and duration.

Number of posts: One at a time
Duration: As required
Voluntary Opportunity

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Scotland Region
West Dunbartonshire Council Archives
Chris Cassells, Archivist
Libraries & Cultural Services
Library HQ
19 Poplar Road
Broadmeadow Industrial Estate
Dumbarton
West Dunbartonshire Council Archives hold the area’s council, business and community records from 1373 to the present day including the ‘Sewing Machine Collection & Singer Archive’, a recognised Nationally Significant Collection.

Opportunities available: Short term voluntary placements available to work on digitisation and oral history projects relating to the ‘Sewing Machine Collection & Singer Archive’. Full training provided. General archive volunteer placements also available working on boxing, listing and indexing.

Number of posts: Variable
Duration: As required
Voluntary Opportunity

South East Region
Commonwealth War Graves Commission

Andrew Fetherston, Archivist
Commonwealth War Graves Commission
2 Marlow Road
Maidenhead
Berkshire
SL6 7DX
01628 507132
Email recruitment@cwgc.org

Main Duties / Opportunities available: This post is designed as a post-graduate trainee position for individuals looking for a range of experience prior to undertaking a qualification in archives and/or records management.

Number of posts: 2
Duration: 1 year fixed full time contract from May to May

Paid Placement:
Salary: £20,000

The posts will be advertised January/February on the Archives-NRA mailing list only. Speculative CVs or enquiries received outside the recruitment campaign are not accepted.
South East Region
Middle East Centre Archive, St Antony’s College, Oxford
http://www.sant.ox.ac.uk/mec/meca.shtml

Debbie Usher
Archivist
Middle East Centre Archive St Antony’s College
Oxford OX2 6JF
debbie.usher@sant.ox.ac.uk

Main Duties/Opportunities available: The main experience offered is in cataloguing. Training is provided and experience gained in cataloguing a small collection. In addition to cataloguing, volunteers can also gain experience in digitisation, repackaging and retroconversion of catalogues. Training and experience is also offered in using the cataloguing software Adlib for Archives.

Number of posts: Arrange with Archivist
Duration: Arrange with Archivist. For cataloguing a 2 week period is the recommended minimum.
Voluntary Opportunity

Voluntary Opportunity

South East Region
The Mills Archive

Nathanael Hodge
The Mills Archive
Watlington House
44 Watlington St
Reading RG1 4RJ
archivist@millsarchive.org

Main Duties/Opportunities available: At interview, potential volunteers will be asked about their interests, experience and skills so that they can be matched with an appropriate project. Possible projects include listing, digitising, repackaging and cataloguing archives, and publicising our collections through social media and printed material. Free coffee and biscuits are provided.

Duration: Flexible and unlimited, generally available throughout the year. Any commitment is considered but volunteers must be prepared to commit to at least one full day a week (10:00-15:00) for a minimum period of two months in order to ensure completion of the specific archive project which they would be set.

Voluntary Opportunity
The Rothschild Foundation (Hanadiv) Europe seeks an energetic and efficient intern to work on a new pan-European initiative. The candidate should have some experience with archives or records management and he or she should also possess a keen interest in international and particularly European archives. An interest in Jewish history is also desirable, but not required. He or she should have solid organisational and IT skills; some experience in basic website development would be a bonus.

The intern will be expected to commit ten hours per week to this project for a minimum of 4 months. In return, the Foundation will be able to offer a modest stipend, as well as reimbursement on all travel and food expenses.

Please send CVs and covering letters to Ms Robin Nobel, R.Nobel@rothschildfoundation.eu.

Voluntary Opportunity

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Voluntary Opportunity

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Plymouth and West Devon Record Office

Anne Morgan, Archivist Plymouth and West Devon Record Office,
3 Clare Place, Coxsise, Plymouth,
PL4 0JW
01752-305940
anne.morgan@plymouth.gov.uk

Main Duties/Opportunities available: A full range of activities are available which can be tailored to suit individual needs. These include appraisal, cataloguing (including the use of CALM cataloguing software), public service (including search room duties and document production) strong room management, enquiries and outreach.

Number of posts: Up to 3 volunteers at any one time
Duration: Negotiable
Voluntary Opportunity
Main Duties/Opportunities available: We are a designated collection archive and rare book library with material relating to Wiltshire history and archaeology. A variety of volunteer experience is offered, including reader enquiries, searchroom experience, cataloguing, handling, re-boxing and basic preservation.

Number of posts: Various (from August 2010) Duration: Flexible
Voluntary Opportunity

South West Region
Somerset Heritage Service: Archives and Local Studies

Esther Hoyle
Somerset Heritage Centre
 Brunel Way
Norton Fitzwarren
TAUNTON
TA2 6SF
archives@somerset.gov.uk

Main Duties/Opportunities available: Accessioning and cataloguing, experience of answering enquiries in the searchroom and by post/email, general duties of an archivist

Number of posts:
Duration: 1 week to 1 month, usually 2-3 per year depending upon resource levels
Voluntary Opportunity
West Midlands Region
The Archive of Cider Pomology
www-archiveofciderpomology-co-uk

Rebecca Roseff
The Cider Museum, Pomona Place
21 Ryelands Street
Hereford
HR4 0EF
01432 354207
ciderpomologyarchive@gmail.co.uk

Main Duties/Opportunities available:
Cleaning and cataloguing original documents such as letters, research papers, orchard records, photographs, accounts, exhibition material, advertising. The ACP has a new archive store (built 2010) and is currently digitising the large number of records it has been collecting since 1974. The Museum arranges exhibitions and events throughout the year and contributions in ideas and practical help towards these will be most welcome.
Number of posts: One

Duration: Minimum of one week to six months
Voluntary Opportunity/Paid Placement:
Unfortunately the post is unpaid
Accommodation can be found but student will have to contribute to the cost
Student will receive good practical experience of managing and improving an archive
Student will make useful contacts in the Museum and Archive world
Student will make useful contacts in the cider/drinks industry

Wales Region
Bangor University

Ann Hughes
Archives and Special Collections
Library and Archives
Bangor University
Bangor
Gwynedd
LL57 2DG

Telephone Number: 01248 383276
E-mail Address: archives@bangor.ac.uk
Website: http://www.bangor.ac.uk/archives

Main Duties/Opportunities available: Volunteers will take part in a programme of activities that will provide a clear picture of work in a small but busy specialist archival repository e.g. box listing,
cataloguing, repackaging, data inputting onto CALM, answering queries, assisting in search room, outreach activities

The ability to speak Welsh is desirable and the individual is expected to be able to work well independently (with the support of staff) and as part of a team. Every attempt will also be made to tailor the work according to the skills and interests of the volunteer.

Number of posts: 2 per year
Duration: Flexible. Any commitment will be considered from half a day per week to full time.

Voluntary Opportunity/Paid Placement: Voluntary Opportunity

Wales Region
Flintshire Record Office/Records Management Service

Claire Harrington, Principal Archivist
Tel. 01244 532414
Email: archives@flintshire.gov.uk
David Bridge, Records Manager Tel. 01352 702178
Email: david.bridge@flintshire.gov.uk

Main Duties/Opportunities available: Flintshire County Council can offer work experience on a voluntary basis in its record office, records management service or both. Both services are flexible and a programme could be put together to suit individual needs.

In addition, Records Management sometimes has paid casual work available. Number of posts: Duration: Negotiable

Voluntary Opportunity

Wales Region
West Glamorgan Archive Service

Mr Kim Collis, County Archivist
Civic Centre
Oystermouth Road
Swansea
SA3 4AB
01792 636589
Westglam.archives@swansea.gov.uk

Main Duties/Opportunities available: The post-holder undertakes a range of archival duties including working in our three public service points, cataloguing and indexing and preservation work.
Number of posts: 1 post available each year
Duration: Starts September for no more than 12 months
Salary: £14,733 per annum
When Advertised: Recruitment takes place in June.

Wales Region
Conwy Archive Service

Susan Ellis, Archivist & Culture Manager
Conwy Archive Service
Old Board School Lloyd Street Llandudno
Conwy
LL30 2YG
01492 577550
susan.ellis@conwy.gov.uk

Main Duties/Opportunities available: Archive and modern records work experience, covering day-to-
day aspects of both disciplines, e.g. appraisal, cataloguing, use of CALM software, digitisation, search
room experience and enquiries.

Number of posts: Only two volunteers can be managed at a time. Duration: Flexible

Voluntary Opportunity