



THE
LEATHERSELLERS

ARCHIVES AND COLLECTIONS INTERN

Employer: The Leathersellers' Company

Role: Archives and Collections Intern

Basis: 12 weeks fixed term contract starting early July 2024

Salary: £13.15 per hour, £23,933 p.a. (pro rata)

Place of work: St Helen's Place, Bishopsgate, EC3

Hours: 35 hours per week (9am – 5pm)

Closing date: 28 April 2024 (23:59)

Interview date: 10 May 2024

The Leathersellers

We are a 600-year-old organisation in the City of London. Our members and staff work towards the long-term stewardship of our assets and support the work of the Leathersellers' Foundation, a grant funder. Combined, we enable individuals and communities by working with charities; foster opportunity through education; and support the UK leather trade.

We were granted our first Royal Charter in 1444, and St Helen's Place in the City of London has been our home since 1543. We share, celebrate, and recognise this rich history, while at the same time ensuring that the organisation is able to thrive in the 21st century. To achieve this we are embarking on several new and exciting areas of work that reinforce our place as an active and engaged organisation.

Duties and responsibilities

We are seeking to recruit an enthusiastic, motivated graduate (or someone graduating in 2024) who wishes to obtain suitable paid experience prior to pursuing a postgraduate course in archives and records management.

This role will cover a range of archives and collections work including accessioning and basic cataloguing of records and objects, collections care, supervising researchers and answering research enquiries, together with opportunities to participate in outreach and promotional activities.

Full training will be provided for all aspects of the role.

Job Description

- Basic cataloguing of uncatalogued archive and object collections material to ISAD(G) and SPECTRUM standards
- Creating person authority index records to ISAAR (CPF) standard
- Accessioning transfers of archive material
- Creating a locations list for the Colfe Library, a collection of rare and historic books housed at Leathersellers' Hall



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- Undertaking basic preservation work such as re-packaging using archival materials
- Supervising researchers and undertaking necessary retrieval of records
- Answering internal and external research enquiries
- Using in-house finding aids to gather data about pre-c.1520 Leathersellers' Company members, and other Londoners mentioned in company records, for future addition to the Medieval Londoners Database
- Participating in outreach and promotional activities including curating archive displays for in-house events, shadowing tours of Leathersellers' Hall and contributing to the creation of archives/collections-focused promotional material
- Undertaking other tasks as required

Person Specification

Essential criteria

- Ability to work with close attention to detail
- Excellent written and oral communication skills
- Ability to work independently and as part of a team
- Excellent time management skills
- Good IT skills including use of Microsoft Office
- Undergraduate degree (or currently undertaking an undergraduate degree course)
- Commitment to archive or museum work as a career

Desirable criteria

- Prior experience of archive or museum work
- Interest in the histories of London, trade, charity or education

To apply please send your CV and a covering letter, detailing how you meet the requirements of the post, by email to Kate Higgins at khiggins@leathersellers.co.uk.

Interviews are expected to be held on 10 May 2024, preferably in person, at Leathersellers' Hall, St Helen's Place

For more information about us [please see our careers page](#).