

Job opening: Assistant Archivist (Oral Histories) - Internship/Trainee

Location: Heidelberg, Germany
Contract Duration: 3 to 6 months
Closing Date: 17 March 2019
Reference Number: HD01478



The EMBL Archive is responsible for capturing, preserving and sharing the Laboratory's scientific and institutional heritage. As part of this, one of its activities is to run the Oral Histories Programme, which comprises interviews of individuals related to EMBL and/or European molecular biology.

We are looking for an intern/trainee to process and make available the existing oral history interviews that have been collected and transcribed, and to help promote the collection. Additional archival duties can also be carried out, if the need arises and the appointee has interest in gaining further experience.

In this role you will work closely with the EMBL Archivist and other members of staff where necessary.

Your primary duty will be working with the audio files and transcripts of the 30+ oral history interviews held by the EMBL Archive. The audio files will need to be checked for quality. The transcripts will need to be checked for accuracy. This will involve proofreading, fact checking and research. A short summary of each interview needs to be prepared. The audio files and transcripts will need to be catalogued and made accessible as appropriate. This will include working with some confidential files.

Day-to-day activities will include:

- Listening to oral history interview and editing their transcripts (checking them for accuracy, fact checking and researching)
- Preparing a summary of the interview.
- Preparing files for cataloguing and dissemination.
- Cataloguing.
- Additional archival activities as agreed with the EMBL Archivist, according to the appointee's wishes and the EMBL Archive's requirements.

Essentials:

- Good English general communication skills.
- Experience of archival cataloguing. The EMBL Archive uses ISAD(G), so experience with this standard is preferred.
- Understanding of confidentiality issues surrounding archival materials.
- Experience of working with audio files.
- Enthusiasm about archives and communicating about archives.
- The ability to work independently.

Desirables:

- Experience of working with the AtoM archival application.
- Interest in science and/or the history of science is a plus.
- French and/or German would be an advantage.

Why join us

You will be the second member of staff in the new EMBL Archive. You will be able to learn about the Laboratory and molecular biology through working with first-hand, rare material. By mutual agreement, you will be able to gain experience in other archival tasks and work with analogue holdings.

This is a training position intended to provide the experience needed to find a job in archives or to gain a place on a post-graduate course in archives.

Here's what you'll get:

- Experience of working in an international, collaborative environment in one of the world's most respected centres for fundamental life science research.
- Experience of working in a small archive with varied holdings: you will be able to gain experience of working with analogue and digital archival holdings.
- Experience of owning and delivering a well-defined project: you will be expected to set the standard for the future processing of oral histories in the EMBL Archive.

This is a three- to six-month position, part-time possible. The position is based at EMBL's site in Heidelberg, Germany. The position comes with a stipend and the possibility of accommodation being provided.

Further information and the link to the application procedure is available at: www.embl.org/jobs. Your application should include a CV, a cover letter, and the contact details of two referees.