

Summer Internship 2024: UNESCO Archives Research Intern

Description

The Minda de Gunzburg Center for European Studies (CES) partners with the United Nations Educational, Scientific and Cultural Organization (UNESCO) to offer a pre-negotiated internship opportunity to work as an Archives Research Internship for the summer of 2024.

The Archives Intern of the Division of Knowledge Management and Information Systems will work in the UNESCO Archives. Established in 1947, the UNESCO Archives are a rich source of evidence in diverse formats reflecting UNESCO's activities and programs since 1946, and those of its predecessor bodies since 1925. Archives staff are responsible for managing, preserving, and providing access to the records of the organization.

Location & Timeframe

The internship is based in UNESCO headquarters in Paris, France. The working language is English. Timeframe: full-time, eight weeks – June and July 2024.

Compensation

This internship will be fully funded by CES. The funds will cover travel, accommodation, and food expenses.

Responsibilities

Under the supervision of the Reference Archivist and the general direction of the Chief Archivist, Archives, Library, and Records Management unit (KMI/ALR), the intern will work in close collaboration with staff of the unit and divisional colleagues to carry out tasks that support the UNESCO Archives, including:

- Identify one or multiple research project(s) to identify archival sources on the research topic(s).
- Create researcher-enhanced online subject guides/finding aids in LibGuides and the archival description system Access to Memory (AtoM).
- Research and write administrative histories for publication in AtoM.
- Contribute to various outreach efforts, such as writing web articles, helping to re-design an archives brochure, and providing archival research and content for outreach, communications, and events.
- Undertake other projects according to interest and need.

Qualifications

- A background in a history-related discipline and preferably experience working in archival settings.
- Attention to detail and flexibility, excellent written and verbal communication skills, teamwork, cultural sensitivity, and the ability to work in a multicultural environment.
- Knowledge of French at basic or intermediate level is preferred, but not required.
- Computer literacy, familiarity with standard office and web applications, and the ability to learn how to work with archives and records management software.
- Previous experience with 20th-century paper and/or audiovisual records (photographs, negatives, 16 mm or 35 mm film) is an asset.