

NORTHERN BRIDGE CONSORTIUM

DOCTORAL
TRAINING
PARTNERSHIP

TWIXT' THISTLE AND ROSE



BERWICK BOROUGH ARCHIVES PLACEMENT

Flexible working available. Fully funded

This project is one of the first to be funded by Archives Revealed, supported by the National Archives and the Pilgrim Trust. Our project aims to re-catalogue and promote the historically significant Berwick Borough Archives which date from the 16th to 20th centuries. They tell the story of a very independent borough on the border with Scotland which has a unique history. This is an exciting project which wishes to bring the collection into the 21st century by creating an online electronic catalogue and also promoting it to a wider audience both in and beyond the local area. To find out more, check out: <https://www.northumberlandarchives.com/ttar/>.

Key responsibilities will include:

- Undertake cataloguing of an identified section of the collection under supervision of the Archivist;

- Use social media to promote the project – Facebook; Twitter + more unusual means which might reach a younger audience and a more diverse audience than at present;
- Work with the volunteer group helping with the project: assist the Volunteer Co-ordinator in checking their work for uploading on the electronic catalogue as well as generally assisting with managing them. To include organising group conservation activities;
- Identify content for a physical and online exhibition to promote the contents of the collection to a wider audience;
- Identify material for Young People’s Resource/ Play in a Week
- Investigate ways of incorporating content from the Borough Archives collection in the Autumn Festivals and other local events;
- Produce introductory guide to the collection and its contents – form to be agreed;
- Work shadow the Archivist;
- General promotion of the electronic catalogue;
- Education Resource/ school project pack – to accompany packs already created for local schools;
- Creation of Information resource to encourage Further Education students and academics to use the collection.

What we’re looking for:

- You must be a Northern Bridge award holder
- Excellent verbal and communication skills
- Excellent organisational skills
- Excellent interpersonal skills
- Initiative and creativity in problem solving
- Ability to apply research skills in a new professional context
- Ability to work effectively as part of a team
- Ability to work unsupervised when necessary
- Experience of using IT systems including Word, Excel and databases and social media
- No cataloguing or archival experience necessary

INTERESTED?

To apply for these placements please submit to northernbridge.admin@ncl.ac.uk a 250-word expression of interest and a CV by **Monday 27 May 2019**, specifying your area of interest, explaining your interest in the placement, how you fulfil the criteria, and how this placement would support your training and development needs.

Please note that the Northern Bridge Training Grant will be able to meet reasonable travel, accommodation and subsistence costs associated with undertaking this placement.