

# **museum**

National Museum of Ireland  
*Ard-Mhúsaem na hÉireann*

## **National Museum of Ireland & Job Bridge Internship Information Sheet**

Archivist Internship

### **Introduction**

The National Museum of Ireland is seeking a recent graduate in Archives and Records Management for an internship in its Archives Department.

As a designated place of deposit under the National Archives Act, 1986 the Museum is responsible for preserving and providing access to its historical records and archives under the terms of the act. The Museum's Archive Department is a constituent part of the Registration Department and has been staffed by a professional Archivist since 2008. The collection itself is considered to be a specialist archive and is located across four of the Museum's Divisions (Natural History, Antiquities, Country Life and Decorative Arts). It includes administrative files of the Museum, documents relating to the artefacts collections and relevant private collections acquired by the Archives Department from time to time.

### **Learner Outcome**

The intern will gain practical experience in working in the Museum's Archive Service, which supports archival activity within the institution.

The intern will receive formal/informal training in the following:

- Archives administration;
- Processing, finding aid production and location control using Adlib Archives;
- Preservation.

On completion the intern will have attained skills in:

- Listing collections on to Adlib Archives (ISAD G compliant);
- Providing information for the production of an Adlib Archives User manual;
- Appraising and arranging collections.

### **Personal Specifications**

The successful applicant should have excellent interpersonal and communication skills, excellent research and reporting skills and good organisational skills and IT skills.

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## **Qualification Details**

Post-Graduate Qualification in Archives and Records Management approved by the Archives and Records Association or equivalent

## **Duration**

This is a nine month placement, working 30 hours per week.

## **How to Apply**

Please submit a CV and letter of application to [recruitment@museum.ie](mailto:recruitment@museum.ie). Please ensure you quote the name of the internship and the Job Bridge reference number in the subject bar. For more information please visit [www.museum.ie](http://www.museum.ie).

**Please note, this internship is being offered under the National Internship Scheme - Job Bridge only, it is applicants own responsibility to ensure they meet the eligibility criteria, for more information please visit [www.jobbridge.ie](http://www.jobbridge.ie).**