



Internship Profile

Globe Education

Library Intern

All placements are unpaid posts, the Globe can not offer travel expenses or accommodation, and if you wish to take up an internship offer you will be responsible for these areas yourself. Non EU citizens will also need to obtain the correct visa from their local British Embassy or consulate.

We are looking for an intern to work on a 2 day per week basis from May to October

Reporting to: Farah Karim - Cooper
Lecturer, Globe Education

Role:

An opportunity has arisen for work experience within a developing archives and library. Projects will cover a range of performance, historical, or administrative collections, giving the candidate experience in processing, organising or assisting in library operations. The candidate will have the opportunity to contribute to the developing research strategy at Shakespeare's Globe.

The candidate will work two days a week, either Tuesday and Wednesday or Wednesday and Thursday, during the library and archives regular hours, 10am to 5pm, with an hour for lunch. The candidate will work with a qualified archivist and a qualified librarian, and will report to the Lecturer, Globe Education.

Responsibilities:

- To process Globe Theatre print media coverage of events
- To assist in the formation of the Globe's thesis and dissertation collection
- To participate in development and cataloguing, including physical processing of books and print materials
- To organise and assess the library's facsimiles collection
- Preparation of video recordings for digitisation project; includes watching videos and preparing reports

Personal Profile:

- Excellent writing and research skills
- Good accuracy and careful attention to detail
- Computer literate

This internship would suit a graduate with a minimum BA qualification who hopes to pursue a career in Arts Education or Arts Administration. Candidates interested in obtaining their Library or Archives qualifications are particularly welcome to apply. Please note that the successful applicant will sometimes be required to work outside normal office hours.

For an application form and a full job description / person specification please visit our website at www.shakespearesglobe.org

Please note that completed application forms should be returned to Rob Norman, Personnel Manager, Shakespeare's Globe, 21 New Globe Walk, Bankside, London SE1 9DT by 5pm on Thursday 10th April 2008. Interviews will take place during week commencing Monday 14th April with a start date to be arranged for early to mid May 2008.

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