

## **EUI Remunerated Traineeship Opportunity – Archivist Trainee**

The Historical Archives of the European Union is looking for an Archivist to carry out the following tasks:

- Arrange and describe archival holdings according to recognised standards,
- Participate in the activities of the service (educational programme, visits, Open Day, service meetings),
- Implement the internal procedures and rules and contribute to the drafting of archive research tools.

### **Type and Duration**

- Three months, with possibility of an extension up to 12 months in total,
- Full time (Monday to Friday, 40 hours a week).

### **Conditions for Eligibility**

Being a national of a European Union member state, or of a candidate country, which benefits from a pre-accession strategy (nationals of non-member states may be accepted depending on resources available).

### **Qualifications Required**

- Candidates must hold a degree or post-graduate diploma in information, archives and/or records management (obtained no more than eighteen months prior to traineeship start date). Candidates who are currently obtaining these qualifications will also be considered,
- Knowledge of IT tools (Office, database) and archival description standards (ISAD / ISAAR/EAD),
- Excellent communication skills,
- Ability to work in an international team,
- Knowledge of English and a good knowledge of a second EU language.

### **Grant, Benefits and Insurance**

- Maintenance grant of 1.335 Euros per month,
- A discount of 40% for one meal per day at the EUI canteen,
- A remunerated trainee who is recruited from outside Florence is entitled to reimbursement of travel expenses incurred at the beginning and the end of the traineeship,
- Access to EUI facilities: Library, PC rooms, cafeterias, gym, participation in Public seminars and workshops.

### **HOW TO APPLY:**

Please send to Historical Archives of the European Union, Villa Salviati, Via Bolognese 156, 50139 Firenze ([archiv@eui.eu](mailto:archiv@eui.eu))

- CV,
- Motivation letter.

<https://www.eui.eu/Research/HistoricalArchivesOfEU>

### **General information on Traineeships at the EUI:**

<https://www.eui.eu/About/JobOpportunities/Traineeships> EUI

Start of the traineeship: depending on availabilities