

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

Audio-visual Archivist Trainee

The audio-visual collections of the [Historical Archives of the European Union](#) (HAEU) are an integral part of the institutional and private archives deposited at the HAEU. These collections contain more than 70,000 photographs, which trace the establishment of the European Union by documenting conferences, meetings, premises, institutional visits around the world, and significant actors. Also included within these collections is a plethora of educational and scientific projects throughout Europe. More than 8,200 audio recordings are also available including almost 1000 interviews with high-ranking EU officials and European personalities who played important roles in European integration. These personal accounts look beyond the activities of the European institutions and present insight into the motivations for a united Europe. The archive also holds thousands of video recordings, in the form of documentaries, advertisements, films, and interviews which document a variety of institutional conferences, events, and EU activities. Finally, the HAEU manages a large collection of more than 2000 posters designed to promote events, projects, and awareness campaigns on social issues, the economy, education, culture, research, technology, and environmental issues of the European Union.

The Historical Archives of the European Union seeks candidates for one-year paid traineeships. Under the supervision of relevant Archives staff, trainees will assist with the following tasks:

- Describing and preparing inventories and other finding aids on the HAEU's photographic and audio-visual archival materials according to international archival standards and practices;
- Digitising selected photographic and audio-visual collections and preparing them for long-term preservation;
- Placing photographic and audio-visual material in proper conservation containers for preservation purposes;
- Assisting with physical and online archival exhibitions by identifying, preparing, and describing photographic and audio-visual material.

The Historical Archives are located at [Villa Salviati](#), in the the [European University Institute](#), a unique international centre for post-graduate, doctorate, and post-doctorate studies and research, situated in the Tuscan hills overlooking Florence, Italy.

Type and Duration

- 12 months (with 3 months probationary)
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: depending on availability and needs

Conditions for Eligibility

Candidates must:

- Be nationals 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 on the basis of a specific agreement of the Secretary General);

AND

- Are studying for a first (post-secondary education) degree and are in the process of obtaining the qualification; OR
- Are involved in a vocational training programme; OR
- Have obtained the above qualification no longer than 18 months prior to the beginning of the traineeship;
- Have a good knowledge of one of the EU's official languages and a satisfactory knowledge of another language, taking into account that English, French and Italian are the main working languages at the Institute.

All rules governing the traineeship refer to the [President's Decision no.39/2013](#)

IMPORTANT: please note that candidates who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Qualifications required

- Candidates must hold a degree or post-graduate diploma in information, archives/records management, or photographic studies (obtained no more than eighteen months prior to traineeship start date). Candidates who are currently obtaining these qualifications will also be considered
- Demonstrate a strong interest in audio-visual archives
- Knowledge of IT tools (Office, databases) 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

Advantageous

- Knowledge of software on audio-visual management (viewers, editors, DAMs or CMSs) will be an asset

Grant and benefits

- Maintenance grants of **1.420 Euros** per month (subject to a yearly adjustment, as specified on the [Traineeship webpage](#));
- A discount of 40 per cent for one lunch per day at the EUI canteen;
- A remunerated trainee who is recruited from outside Florence is entitled to the reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;

- Access to EUI facilities: [Library](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#).

TO APPLY:

Fill in the [online application form](#) and upload documents (CV, cover letter) as requested. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

Deadline for applying: open call for traineeship, no specific deadline

Should you have difficulties in sending your application, please send an email to the following e-mail address: Traineeships@EUI.eu

For more information on traineeships at the EUI visit the [webpage](#).

[Historical Archives of the European Union](#)

European University Institute