

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The European University Institute (EUI) at a glance:

- an international organisation set up in 1972;
- a research university focusing exclusively on post-graduate, doctoral and postdoctoral studies, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The EUI also hosts the [Historical Archives of the European Union](#), located at [Villa Salviati](#).

Audio-visual Archivist Trainee

The [Historical Archives of the European Union](#) is looking for one audio-visual archivist trainee for a period of 12 months.

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 80,000 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.

Under the supervision of relevant Archives staff, the trainee 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.

Type and Duration

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: 1 February 2025

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. However, a limited number of nationals of non-member States may be accepted on the basis of a specific agreement of the Secretary General and according to available resources. Under exceptional circumstances, specific traineeships can be made available solely to nationals of specific States, including EU and non-EU States; In accordance with [President's Decision no.10/2022](#), Ukrainian nationals are also eligible to apply;

AND

- Have completed the first cycle of university studies and obtained a full degree or its equivalent by the closing date for applications. The minimum national qualifications required by the legislation in the country where the diploma was obtained are available under the Annex.
- Have obtained their last university diploma no longer than three years prior to the deadline for applications. The three years rule is not applicable for trainees enrolled in further university studies at the moment of their application for the traineeship at the EUJ.

AND

- Have a good knowledge of English (CEFR level: B2 or above), and a satisfactory knowledge of another language of the European Union to the extent necessary to carry out the duties to be performed.

All rules governing the traineeship refer to the [President's Decision no. 16/2023](#) and [President's Decision no. 10/2022](#).

Qualifications and experience requirements

Essential:

- Degree or post-graduate diploma in 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;
- Strong interest in audio-visual archives;
- Knowledge of and experience with relevant IT tools (MSOffice package, databases) and archival description standards (ISAD/ ISAAR/ EAD);
- Excellent communication skills acquired through previous experience;
- Demonstrated ability to work in an international team;
- Proven knowledge of English, both written and spoken (CEFR level: B2 or above).

Advantageous:

- Knowledge of softwares for audio-visual management (viewers, editors, DAMs or CMSs);
- Experience in DSLR photography;
- A good knowledge of a second EU language.

Benefits

- Maintenance grant of **€1,420 per month** (as from 1st July 2024);
- A discount of 40% for one lunch per day at the EUI canteen;
- Reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship (NB: Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance);
- Access to EUI facilities: [Library](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens;
- Participation in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#);
- Upon presentation of the proper justification, trainees with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.

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: 28 November 2024

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