

### **Archive Intern**

The Vindolanda Trust is recruiting for an Archive Intern, as a part of their Archives Revealed funded project in collaboration with Durham University and North East Museums.

*The Archives Revealed programme is funded by The National Lottery Heritage Fund, the Pilgrim Trust, the Wolfson Foundation and The National Archives.*

<b>Position:</b>	Archive Intern
<b>Length:</b>	4 weeks, full time
<b>Start Date:</b>	6 <sup>th</sup> July 2026
<b>End date:</b>	31 <sup>st</sup> July 2026
<b>Hours of work:</b>	0900 to 1600 Monday to Friday [6hrs, and 1hr unpaid lunch]
<b>Place of work:</b>	In person at Vindolanda, Chesterholm Museum
<b>Remuneration:</b>	National Minimum Wage: £1,525.20 [21+] / £1,302 [18-20] / £960 [under 18] total
<b>Benefits:</b>	£500 budget for archival professional development 10% discount in our shops & Staff prices in the Café Free one-year Friends of Vindolanda membership

**NOTE:** This position will not involve any work with the Trust's artefact collection, which includes any Roman material. The archival collections encompass the modern [post-1800] history of the site.

### **To apply:**

Please send

- A covering letter outlining how you meet the person specification [details overleaf]
- Your C.V.
- One reference
- Any accessibility requirements you might need if invited to interview or successfully recruited into the post

by email to: [bethanygoodman@vindolanda.com](mailto:bethanygoodman@vindolanda.com) quoting "Archive Intern" in the subject heading.

A Basic Disclosure and Barring Service (DBS) check will be required before starting the role.

Closing date for applications: **Friday 15<sup>th</sup> May 2026 midnight**

Interviews will take place at Vindolanda on: **Friday 29<sup>th</sup> May 2026**

Both in-person and online interviews will be facilitated.

## Post Specification

The successful candidate will work with Bethany Goodman, the Archivist, on The Archive of Eric Birley, as a part of an Archives Revealed funded project which is focusing on making several archives relating to the history of Hadrian's Wall publicly available.

The successful candidate will:

- Get an introduction to the basics of archival practice and aid the Archivist in archival tasks such as re-housing and cataloguing.
- Undertake manual handling of historic collections, including exposure to environmental elements such as dust, with some lifting and carrying of archival boxes required.
- Have use of the available development budget to undertake personal professional development opportunities of their choosing (related to archival practice and after approval by the Archivist) within the 12 months following the Internship's successful completion.
- Participate in wider project events, including writing blog post(s) and contributing to online exhibition material.
- Be invited to speak at and/or attend the end of project conference in early 2028.
- Undertake any other duties as may be reasonably required and relevant to the post.

## Person Specification

### Essential:

- An interest in modern history and archival theory and practice
- Ability to work to a high degree of accuracy, attention to detail and consistency
- Willingness to undertake repetitive tasks
- Experience of independent working
- An understanding of the importance of maintaining confidentiality
- Ability to learn and adapt quickly to new information and systems of working
- Good time management and organisational skills
- Good written communication skills
- Computer literacy and willingness to learn new software
- Eligibility to work in the UK
- Independent means of travel to site

### Desirable:

- Currently studying in Sixth form, or currently studying/with an upcoming place on an Undergraduate Degree, with a desire to build experience within the heritage sector
- A personal connection to Northumberland
- A basic understanding of archaeology and/or Roman history

VINDOLANDA  
CHARITABLE TRUST

Museum of Archaeology  
Durham University

NORTH EAST  
MUSEUMS



Pilgrim  
Trust

The Wolfson\*  
Foundation

