



## **Archival Studentship**

*The National Library is an equal opportunities employer*

### **Information for Applicants**

1. The National Library of Ireland, in association with the UCD School of History, is offering a one-year Archival Studentship for a graduate who wishes to gain experience of archival work prior to applying for the MA (Archives and Records Management).
2. The Studentship will be for a 12-month period starting September 2024. It is anticipated that the Student will undertake the MA (Archives and Records Management) the following year, beginning in Autumn 2025.
3. Applicants must have obtained a good honours degree from a recognised university. They must have an interest in history and must wish to pursue a career as a professional archivist. An MA (Archives and Records Management) is essential for a career as a professional archivist.
4. The Student will work in the Special Collections Department of the National Library of Ireland (see Appendix 1).
5. Requirements  
The successful candidate will have:
  - Strong interpersonal skills and be able to work as part of a team
  - Ability to work in an organised and productive way with strong attention to detail
  - Ability to meet deadlines and to be able to work on their own initiative
  - Excellent IT skills
  - Previous Archival experience is desirable
6. The successful applicant will be offered a contract of employment by the Board of the National Library of Ireland.

7. The current annual rate of pay applying to the Studentship is aligned to the first point of the Clerical Officer (PPC) pay scale, currently €29,006 per annum, and accruing 22 days annual leave.
8. The Studentship may be terminated by the National Library, at any time, in the event of misconduct by the student or persistent failure for any reason to carry out satisfactorily the duties assigned to him/her.
9. Applicants should send a Curriculum Vitae and a cover letter. **These must be submitted as a single PDF document.** The cover letter should indicate their interest in a career as an archivist and in the Archival Studentship at the NLI, and should outline their archival experience.  
  
**Please note:** The Curriculum Vitae should be no longer than 2 pages. The cover letter should be no longer than 1 page. The names and contact details of two referees should be included.
10. Application documentation should be in a single PDF document and submitted by e-mail to the NLI's Human Resources Unit at [careers@nli.ie](mailto:careers@nli.ie) .
11. The closing date for all applications is **26 June 2024 at 3.00 p.m.** Applications **will not** be accepted after this deadline. It is the responsibility of candidates to ensure that their completed application is received on time.
12. Applicants will be short-listed on the basis of the information contained in their application.
13. Interviews will take place in early to mid July. It is the responsibility of applicants to be available for interview on the allotted date.
14. Candidates who are successful at interview will be required to undergo pre-hire checks including provision of references and a health and character declaration.
15. The National Library of Ireland reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a Studentship to them.

*National Library of Ireland,  
May 2024*

## Appendix 1

### NATIONAL LIBRARY OF IRELAND STUDENTSHIP PROGRAMME - ARCHIVAL

**Job Title:** Archival Studentship  
Temporary Fixed Term Contract (12 months)

**Library Department:** Special Collections

**Studentship Programme:** The position is being offered under the National Library of Ireland's studentship programme for graduates who wish to gain experience of working in a library. The Student will work in the Special Collections Department of the National Library of Ireland.

#### Main Duties

Duties will include but are not limited to:

- Archival training in appraisal, arrangement and listing collections;
- Learning to catalogue to international standards using MARC 21 and ISAD(G);
- Developing a practical understanding of key aspects of collections management including conservation and digitisation;
- Supporting the work of Special Collections staff in the sorting and listing of backlog material;
- Working with the Services team to deliver expert research services on a rostered basis;
- Other duties as appropriate.

#### General Skills Required

The successful candidate will have:

- Strong interpersonal skills and be able to work as part of a team;
- Ability to work in an organised and productive way with strong attention to detail;
- Ability to meet deadlines and to be able to work on their own initiative;
- Excellent IT skills;
- Previous Archival experience is desirable.

#### Learning

From their involvement in the studentship programme, Students will:

- Gain a practical knowledge of archival processes;
- Develop a broad understanding of a significant library/information environment;
- Have an opportunity to become familiar with the unique collections of the National Library of Ireland;
- Develop customer service skills.