



Trustees: Stephen Warrington (Chair), Andrew Cooke, Angel Gavieiro Besteiro, Henry Fajemirokun, Alistair Gale, Rosanna Machado, Amar Qureshi, Kate Sandars, Olga Stanojlovic, Peter Stephens.

HERITAGE TRAINEE JD

DUTIES & RESPONSIBILITIES

- Attend project induction sessions, training sessions and archive/museum visits at locations across central, east, and south-east London.
- Take part in filming regarding your experience of working on the project and of living in Newham.
- Undertake research and collate information to uncover and explain the story of lodging houses, missions, clubs, and other spaces related to migration in the Royal Docks area.
- Take part in an exhibition co-design session with a designer and contribute to the curation and development of an exhibition telling our heritage subject.
- Work at different times alongside a project manager, archive staff and researcher Asif Shakoor.

PROVISIONAL PROGRAMME TIMELINE

- Tuesday 9 January – Trainee induction day including initial filming.
- Wednesday 10 January – Desk research day including Royal Docks walking tour (led by Asif Shakoor).
- Tuesday 16 January – London Metropolitan Archives training.
- Wednesday 17 January – London Metropolitan Archive visit.
- Tuesday 23 January – British Library visit (with Asif Shakoor).
- Wednesday 24 January – British Library visit (with Asif Shakoor).
- Tuesday 30 January – Newham Archives visit (with Asif Shakoor).
- Wednesday 31 January – Museum of London Docklands visit (with Asif Shakoor).
- Tuesday 6 February – National Maritime Museum curation training & archive visit.
- Wednesday 7 February – National Maritime Museum exhibition text writing training & archive visit.
- Tuesday 13 February – Exhibition design day with designer.
- Wednesday 14 February – End of programme filming.
- Thursday 15 February – End of programme evaluation.

PERSON SPECIFICATION (Desired Skills & Interests)

- An interest in the history of London's docklands and/or the London Borough of Newham
- Ability to work both independently and as part of a team.
- Interest in a career in heritage, archives, museums, or wider arts, media & cultural sector.
- Willingness to commit to multiple training sessions.
- Practical and proactive in attitude.



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HOW TO APPLY

To apply, please send a cover letter explaining your interest in the role, what you feel you will bring to the project and how you feel the traineeship will benefit you to j.king@thamesfestival.org. Please also indicate if you live or study in the Royal Docks or the London Borough of Newham.

Friday 1 December – Deadline for applications.

Friday 8 December – Inform successful applicants of interview.

Thursday 14/Friday 15 December – Interviews for traineeship.

Tuesday 19 December – Appoint trainees.

TERMS OF CONTRACT

Fixed term: 9 January 2024 – 15 February 2024

Part-time role: 2 days a week for five weeks / 3 days a week for final week. Usually Tuesday and Wednesday

Salary/Fee: £11.95 per hour (£1,087.45 across six weeks)

You will be employed as a freelancer and will be responsible for your own taxes and national insurance. You will invoice once per week or month for your wages which are paid in arrears.