



Heritage Intern: Recruitment Pack

Thames Festival Trust is looking for a Heritage Intern to work on an exciting heritage project called ***The Islanders. The industrial and community heritage of Silvertown and North Woolwich.*** The project has been awarded funding via the National Lottery Heritage Fund.

Thames Festival Trust is an arts organisation delivering festivals, stand-alone commissions, river-based events, heritage projects and education programmes. We have a twenty-one-year track record of using learning, culture and creativity to amaze, excite and inform. Our work helps bring communities together, originally around the River Thames, and now in cities across the UK and the world. The Trust is committed to producing excellent work and we strive to improve access and increase diversity across the Arts & Culture sector.

Before 1850, the south of the area we now know as the London Borough of Newham was a bleak stretch of uninhabited marsh land which was occasionally used for grazing cattle. In the nineteenth century, London's eastern boundary was at Bow Creek, where its noxious industries began to congregate. From shipbuilding, to silver, iron, oils, soap, rubber and manure, London's industry was developing on the fringes of the city. Out of this industrial development grew communities we now know as Silvertown and North Woolwich.

As heritage intern you will gain valuable experience through a wide range of day-to-day responsibilities. This will include helping to develop and deliver The Islanders exhibition and events programme as part of Totally Thames 2021, including reminiscence sessions, heritage talks and walks and an open view event. You will help to promote and evaluate these events, learning how heritage projects operate in the process. You will work with project stakeholders and local community groups, undertake research and project administration. You will be expected to work both independently and as part of a small team.

This internship is most suitable for someone looking to build a career in the heritage sector. A desire to learn will be essential, as well as an outgoing and inquisitive personality, IT literacy and strong communication and organisational skills.



Job Description

Responsible to: Heritage Project Manager

Role & Responsibilities

- Assisting with development, promotion and delivery of The Islanders exhibition and events programme as part of Totally Thames 2021, including reminiscence sessions, talks, walks and open view event.
- Assisting with writing blog posts, social media posts and press releases about The Islanders exhibition and events programme.
- Gather and process feedback data from events to assist the project evaluation process.
- Uploading evaluation and monitoring data into excel spreadsheets.
- Researching community groups, venues, and outreach ideas and developing relevant links.
- Researching into relevant heritage and cultural PR opportunities and creating an excel spreadsheet database.
- Collate research undertaken by volunteers in Newham's Archives.
- Summary writing for oral history interview recordings.
- Liaise with Newham Archives for accessioning of oral history interviews and other archival material.
- Upload archival photographs and captions to Layers of London project website resulting from reminiscence sessions.
- Assist Heritage Project Manager with delivery and administration of project outputs.
- Assist the delivery of events as part of Totally Thames.
- Undertaking other duties as may be reasonably required

Person Specification

Essential Skills

- Enjoys working on own initiative as well as within team.
- Confident communicator at all levels (email, face to face and telephone).
- Strong organisational and time management skills.
- IT literate: Word, Excel, and Outlook.
- Understanding of digital platforms: Facebook, Twitter, and Instagram.
- Ability to research and collate information.
- Ability to work flexibly, independently, and resourcefully.

Desirable Skills

- An interest in industrial and community history of London.
- A demonstrable interest to develop a career in heritage/museums sector.
- Experience in use of CMS management or Adobe Photoshop.



Terms & Conditions

Salary/Fee: 10.85 per hour (London Living Wage)

Contract: Part time internship, two days a week

Working hours: Standard 16 hours (including lunchbreak) per week (usual office hours 10am-6pm.) Due to the nature of the role, some weekend work may be required for which TOIL will be available.

Location

- Thames Festival Trust is based in London.
- All members of the Trust are currently working remotely in line with government advice. This role will initially be delivered working from home (WFH) and therefore you must have access to a computer and internet connection to be eligible.
- The role involves travelling to Silvertown and North Woolwich and to the project's Heritage Partner the Newham Local Studies Archive, based in Stratford Library.

How to Apply

Deadline for applications

- Friday 14 May 2021 at 5pm.
- Short-listed applicants will be contacted on Wednesday 19 May 2021.

Interview date

- Thursday 20 May 2021
- Interviews will be held over Zoom

Start date: Monday 7 June 2021

End Date: Tuesday 5 October 2021

To apply:

- Please email a covering letter (no more than two pages) setting out how your experience and skills match the requirements of this role
- Please enclose your CV
- Please complete our [equal opportunities monitoring form online](#).
- Submit documents to: recruitment@thamesfestival.org



For more information or questions, contact James King (Project Manager) –
j.king@thamesfestival.org

Thames festival Trust is an equal opportunities employer.

We are committed to working towards a more diverse cultural sector. Our recruitment process is open to all, but we are particularly keen to hear from Black, Asian and Minority Ethnic (BAME), those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled, as these groups are currently underrepresented in our teams.

Recruitment equal ops data is anonymised and used internally to identify ways to improve our process and reach the widest possible pool of candidates.