



HERITAGE PROJECT INTERN - RECRUITMENT PACK

Thames Festival Trust is looking for a Heritage Project Intern to work on two exciting heritage projects:

- **Trinity Buoy Wharf. Industrial, maritime and community history**, funded by the National Lottery Heritage Fund and Trinity Buoy Wharf Trust
- **A Voyage Through Time: Harland & Wolff**, on the history of the famous shipbuilders in the Royal Docks.

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.

From the early nineteenth century, a community began to grow around Trinity Buoy Wharf – bounded by the River Thames, Bow Creek, and the East India Docks. Beginning life as a maintenance depot for buoys and lightships, by the second half of the nineteenth century the surrounding Leamouth Peninsula was alive with industry. After a steady decline through the twentieth century, today the area is at the peak of a twenty-five-year period of regeneration spearheaded by Trinity Buoy Wharf Trust, ushering in a new age of creativity and maritime activity.

Harland & Wolff, the Belfast-based shipbuilders who built the Titanic, set up a shipyard at North Woolwich during the early 1920s, the biggest in London at the time. There the firm built a variety of working boats, as well as undertaking refits on bigger vessels such as warships. The yard closed during the early 1970s.

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 an events programme as part of Totally Thames 2022. You will play an active role in developing short films, online panel discussions, and an exhibition and booklet. You will contribute to evaluating our work, learning how heritage projects operate in the process. You will work with project stakeholders and local community groups, as well as supervising volunteers and students, and 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 arts and culture sector. A desire to learn will be essential, as well as an outgoing and inquisitive personality, IT literacy and strong communication and organisational skills.



HERITAGE INTERN - JOB DESCRIPTION

RESPONSIBLE TO: Heritage Project Manager

ROLE & RESPONSIBILITIES

- Assisting with development, promotion, and delivery of an events programme as part of Totally Thames 2022, including panel discussions, talks, walks, and live events.
- Assisting with writing blog posts, social media posts and press releases about project outputs.
- Gathering and processing feedback from project outputs for project evaluation and writing reports.
- Undertaking training in and recording oral history interviews.
- Researching community groups, venues, and outreach ideas and developing relevant links.
- Supervise archive research sessions with volunteers.
- Collate research undertaken by volunteers.
- Summary writing for oral history interview recordings.
- Liaise with various archives for accessioning of oral history interviews and other archival material.
- Upload archival photographs and other material to project website resulting from reminiscence sessions.
- Assist Project Manager with delivery and administration of project outputs.
- Assist the organisation and delivery of events as part of Totally Thames 2022.
- 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, Outlook, and social media platforms.
- Ability to research and collate information.
- Ability to work flexibly, independently, and resourcefully.
- Able to commit to working four days a week.

Desirable Skills

- An interest in the industrial and community history of London.
- A demonstrable interest to develop a career in arts & culture sector.
- Experience of leading a team.
- Experience of undertaking research either in an archive or elsewhere.



TERMS AND CONDITIONS

Salary/Fee: 11.05 per hour (London Living Wage)

Contract: Part time internship, four days a week for a total of 18 weeks

Working hours:

28 hours – excluding 1 hour 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 at Trinity Buoy Wharf.
- This role will be delivered in part working from home (WFH), in part in the office.
- The role involves travel to our offices at Trinity Buoy Wharf, travel to our heritage partners including Tower Hamlets Archive, based in Mile End, Newham Archives in Stratford, Eastside Community Heritage in Ilford, and London Metropolitan Archives in Clerkenwell, and other locations in London as may reasonably be required.

HOW TO APPLY

Deadline for applications: 5PM – Monday 16 May 2022

Interviewees contacted: Tuesday 17 May 2022

Interview date: Thursday 19 May 2022 via Zoom

Start date: Monday 30 May 2022

End Date: Friday 30 September 2022

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.
- Submit documents to: recruitment@thamesfestival.org

For any questions, please email James King (Project Manager) - j.king@thamesfestival.org