

# PAID EXCEL INTERNSHIP ARCHIVING INTERN

**ARE YOU INTERESTED IN A CAREER IN ARCHIVING?**

**ARE YOU LOOKING FOR AN OPPORTUNITY TO MANAGE AND MAINTAIN DOCUMENTS AND OTHER MATERIALS THAT HAVE HISTORICAL AND CULTURAL IMPORTANCE?**

Turner Sims Southampton is an internationally renowned music venue (here on the University of Southampton Highfield Campus) and we are offering this new opportunity to undertake essential archiving of our projects so that we can relay the story of the concert hall in new engaging ways to existing and future stakeholders.

You will work closely with the Concert Hall Manager and Head of Operations to develop project case studies which could be used to lever funding and contribute to University and creative and cultural research projects.

You will also support Turner Sims Staff develop dedicated web pages on our web site ([www.turnersims.co.uk](http://www.turnersims.co.uk)) that feature historical projects in an engaging and interesting way. The successful applicants will be organised and adaptable with an eye for detail, able to show initiative and work well with minimum supervision.

You will need a good grasp of standard IT packages.

The posts will commence on **Monday 4th March 2019** through until **Friday 2nd August 2019** inclusive of University holiday periods.

The rate of pay will be £8.44 per hour, working 1 day per week x 22 weeks (with only 4 hours required on the final week).

**Does this sound like you?**

**For full information**, please contact Jay Mendivil, Head of Operations, Turner Sims Southampton: [J-M.Mendivil@soton.ac.uk](mailto:J-M.Mendivil@soton.ac.uk) or tel: 023 8059 7753

**To apply, click here**

**Apply by: Sunday 27 January 2019**