INTERNATIONAL CENTRE FOR THE
STUDY OF THE PRESERVATION AND
RESTORATION OF CULTURAL PROPERTY

INTERNATIONAL CENTRE D’ÉTUDES
POUR LA CONSERVATION ET LA
RESTAURATION DES BIENS CULTURELS

INTERNATIONAL TERMS OF REFERENCE

ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an
intergovernmental organization with headquarters in Rome, Italy. Founded by UNESCO in 1956, it is the only
institution of its kind with a worldwide mandate to promote and improve the conservation of all types of cultural
heritage through training, information, research, cooperation and advocacy.

The internship programme was launched in 2002 to meet the growing number of young professionals seeking to
gain exposure to the activities of an Intergovernmental Organization specifically concerned with the diverse
aspects of cultural heritage. Since then over 150 interns from a third of our 136 Member States have
carried out an internship and benefitted from the unique opportunity of interacting with staff, research
fellows and heritage professionals on subject matters of their interest.

PROGRAMME/PRIORITY AREA/SERVICE: RECORDS & ARCHIVES
Webpage: https://www.iccrom.org/resources/iccrom-archive

Under the supervision of a staff member, the intern is called upon to provide assistance aimed at
enhancing the overall activities of the chosen Programme/Project/Service. More specifically the
intern shall contribute to:

1. Assist on the implementation of records management procedures and
   activities.

2. Collaborate on the rearrangement and inventory of ICCROM fonds.

3. Elaborate condition assessments for archival material, such as paper records,
   drawings, photographs and audiovisuals.

4. Participate in digitization projects of archival material, including planning and
   executive activities.

5. Collaborate in collections emergency and disaster preparedness activities for
   the archival material.

Educational requirements: Advanced university degree. Diploma in archives and
records management or work experience in Archives.

Technical requirements: Familiarity with programmes for archival description
and digitization of archival material. Image editing skills.

Please kindly note that the above terms of reference are solely indicative of the type of
tasks that could be entrusted to the intern. These are subject to being modified or could
remain unvaried based on the needs of the programme/project/service at the time of the
internship.