

## INTERNSHIP TERMS OF REFERENCE

ICCRUM (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 137 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>

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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.

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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.

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**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.**