

<https://www.futureinterne.online/job/the-british-library-internship/>

The British Library Internship Experience 2025 Current Vacancies

Description

The British Library Internship Experience is designed for individuals seeking a comprehensive introduction to the library and information sector. Through hands-on work and professional development opportunities, the internship will allow participants to gain valuable experience, develop skills, and enhance their career prospects within the cultural and heritage sector. Interns will be placed within different departments across the Library, contributing to key projects and assisting with the daily operations that support the Library's mission to preserve, share, and promote knowledge.

Responsibilities

- **Assist with Library Operations:** Support a variety of functions including collection management, preservation, digitisation, and library services.
- **Project Support:** Collaborate with teams on specific projects, helping with research, data analysis, cataloguing, and digital archiving.
- **Customer Service:** Engage with library users and visitors, providing information, assisting with enquiries, and supporting outreach initiatives.
- **Administrative Support:** Help with general office tasks, including filing, document management, and correspondence.
- **Professional Development:** Participate in training sessions, workshops, and mentoring opportunities designed to build skills in library management, digital preservation, and curation.
- **Networking Opportunities:** Attend events, lectures, and presentations to connect with professionals in the field of libraries, archives, and information management.

Qualifications

- **Essential:**
 - Current students, recent graduates, or individuals looking to transition into the library or heritage sector.
 - A passion for libraries, archives, and/or information management.
- **Desirable:**
 - Studying or holding a qualification in Library Science, Archival Studies, Information Management, History, or a related field.

Experience

- **Essential:**
 - No formal experience is required, though a strong interest in libraries, archives, and heritage sectors is important.
 - Some exposure to customer service or volunteer work would be an advantage.
- **Desirable:**
 - Experience in administrative or research-based roles, volunteering, or working within cultural or educational settings.

Hiring organization

The British Library Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Libraries

Job Location

London, England, United Kingdom,,
E1 7DS,, London,, England,, United
Kingdom,

Working Hours

8

Base Salary

10

Date posted

November 23, 2024

Valid through

06.11.2026

Skills

- **Communication Skills:** Ability to communicate effectively both verbally and in writing, particularly when dealing with diverse audiences.
- **Organisational Skills:** Ability to manage tasks effectively, work independently, and meet deadlines.
- **Attention to Detail:** A keen eye for accuracy and detail, especially when handling archival materials or research data.
- **IT Proficiency:** Basic to intermediate knowledge of Microsoft Office, data management systems, and digital platforms.
- **Teamwork:** Ability to work collaboratively with colleagues across various teams and departments.
- **Adaptability:** Willingness to learn new skills and adapt to the evolving needs of the Library.

Job Benefits

- **Competitive Salary:** A competitive stipend to support the cost of living during the internship period.
- **Training and Development:** Access to workshops, training sessions, and professional development opportunities that will enhance your career prospects.
- **Networking:** Opportunities to build connections with professionals in the library, heritage, and cultural sectors.
- **Exposure to World-Class Collections:** Gain experience in one of the largest and most renowned libraries in the world.
- **Flexible Working:** Options for flexible work hours and remote working depending on departmental needs.
- **Employee Discounts:** Discounts on Library events, publications, and merchandise.
- **Access to a Supportive Environment:** Mentoring, guidance, and feedback from experienced professionals within the British Library.

How To Apply

- **Review the Vacancies:** Please visit our website to explore current internship and apprenticeship opportunities available at The British Library.
- **Submit Your Application:** Complete the online application form, including your CV and a cover letter explaining your interest in the internship program, your qualifications, and what you hope to gain from the experience.
- **Interview:** Shortlisted candidates will be invited for an interview to discuss their skills, experience, and motivation for applying.
- **Final Selection:** Successful candidates will be offered an internship position, with details on the start date, duration, and specific department placements.

[Job Vacancies Portal Here:](#)