

Archive Internship Application FAQs

Application process

- **How will I find out if I've been shortlisted for an interview?**

You will receive an email from Four Corners inviting you for an interview. The deadline for applications is **10.00am Monday 25th March**. You will be notified if you've been shortlisted for an interview by Tuesday 2nd April. If you do not receive an email by this time, unfortunately you will not have been shortlisted.

- **When are the interviews?**

Interviews will take place on Thursday 4th April.

- **How long are the interviews?**

Interviews will last approximately 15-20 minutes.

- **Can I have feedback on my application?**

Due to the high volume of applications, unfortunately we can only give feedback to candidates shortlisted for interview.

- **Do I need to be a UK resident/can you sponsor my visa?**

You do need to be a UK resident/or have the right to work in the UK to be eligible to apply for the Archive internship. (This includes those with settled or pre-settled status under the [EU Settlement Scheme](#) and those with indefinite leave to remain in the UK). Four Corners do not hold a sponsor licence to employ someone to work for us from outside the UK.

- **Can I apply for the internship role in another way that isn't a written application?**

Yes, we can arrange a phone call or video call and transcribe on your behalf. Please contact us if you'd like to submit your application this way.

- **Is there an age bracket for applicants?**

No, we have no upper age limit. Applicants do need to be aged 18 years and above.

- **Do I need to have an undergraduate or postgraduate degree to apply?**

No. This is an entry level internship aimed at people who may not have gone through traditional educational routes and who may not hold an Undergraduate or Masters degree. We are looking for applicants who have a strong interest and connection with archives and meet the other elements of the Essential Criteria as outlined in the person Specification in the application.

- **Can I apply for the second internship now?**

No, Four Corners will begin a recruitment round for the second internship opportunity in Spring 2025.

Internship role

- **When does the internship start?**

The internship will start on Wednesday 24 April 2024 and run for 12 months.

- **Can I start later in the year (after I graduate/end my current employment)?**

Unfortunately not, due to our funding requirements, the first internship must begin in April 2024 and end in March 2025. We will be recruiting for our second internship in Spring 2025.

- **How many internships are Four Corners offering?**

Four Corners are offering two 1-year internships: April 2024 - March 2025 and April 2025 - March 2026.

- **Is the internship paid or unpaid?**

Paid. Please see the application pack for salary and annual leave information.

- **How many days a week is the internship and are the days flexible?**

The internship role is three days a week, beginning on Wednesday 24th April. The days will usually be set weekdays at Four Corners' building in Bethnal Green, east London. There is some flexibility, but we will need to ensure good crossover with project staff.

Four Corners has a Remote Working policy for specific areas of work which is to be agreed in advance by line managers.

- **Can you explain what you mean by ‘some relevant experience in archives, museums or another related cultural sector’ in the Essential Criteria?**

You may have volunteered/worked in an archive/museum/gallery setting. If so, please briefly explain any experience you may have had with archives specifically. For example: cataloguing, scanning, object descriptions, conservation, organising, etc.

- **Can you give an example of ‘demonstrable interest in working in archives and/or community arts projects’?**

You may not have directly volunteered/worked with an archive but you may have looked at a particular archive when studying or researching a social history/area of interest. If so, please outline briefly in your application. You may have been involved in a community arts project. If so, please briefly tell us about your involvement in your application.

- **Are there any specific skills or experiences that you prioritise in candidates for this internship role?**

Four Corners is looking for someone who is interested in social history and archives. Candidates will be thinking about future study/work in the archive/heritage sector. This role is **not** suitable for those pursuing careers as photographers, filmmakers or curators.

- **Can you describe the typical day-to-day responsibilities of the intern, in relation to the physical archive collection, digital archive, and community archive project?**

The role is split into three components as outlined in the application pack. A typical day could involve organising the physical archive, digitising and cataloguing material, organising volunteer training, organising/conducting oral history interviews, working with project staff on various archival and administrative related tasks.

- **Are there any resources or support Four Corners offer after the internship is completed? (Within the industry)**

This role is aimed at those considering a career or further study in the Archives/Heritage sector. Four Corners can share any relevant job opportunities and can support with references for future courses or jobs. Unfortunately, we cannot sponsor anyone to study, as we do not have the funds.

The People's Gallery Project

- **What are the aims of The People's Gallery project, and how the Archive Intern will contribute to them?**

The People's Gallery project is funded by the National Lottery Heritage Fund and runs until 2026. It focuses on community film and photographic arts in the 1970s/1980s both in Four Corners archive and related cultural histories. It aims to develop the archive and open it up to new audiences.

The internship role is a key element of the project, and will help the project achieve its aims by working on the physical archive (sorting through Four Corners' collections, organising, labelling, cataloguing); the digital archive - scanning to archival standards, data storage, cataloguing, metadata tagging, updating Four Corners' [Archive website](#); and working with volunteers on community archive projects to collect oral histories, photographs/archival material and to help make short archive-based films using Premiere Pro editing software.

- **What training and support will be provided to the intern in archiving and collections, copyright permissions, oral history interviewing, and Premiere Pro editing?**

You will work with Four Corners staff and receive training in cataloguing, digitising, copyright and other related areas. External trainers and tutors will also be involved in elements of the training (such as oral histories and edit training).

The intern will also work with guidance from Four Corners staff to obtain any obtaining copyright clearances, and will become familiar with copyright laws and legislation, adhering to best practice.

- **How will the intern be involved in the exhibitions/public events related to The People's Gallery project?**

The intern will be involved from an archival perspective, this could include curating archival material to go in vitrines, researching material to inform text panels and interpretation of the exhibition. They will also have opportunities to help write copy for social media and online platforms.

- **How will the intern work with volunteers during the internship?**

The intern will work with volunteers on the community project element of The People's Gallery. This will focus on co-designing project/s with volunteers, exploring areas of hidden and local histories. The intern will work with project staff and volunteers to collect oral histories, images and artefacts and will aid the volunteers to make some short films.

- **Can you provide examples of past projects undertaken by Four Corners that are similar to The People's Gallery project?**

[Past exhibitions](#)

[Past projects](#)

- **What does the Project Steering Group do and how will the intern be involved in its activities?**

The steering group is incredibly important to the smooth running of the project. The group will meet every quarter, involving project partners, staff, and volunteers. Discussion will include project progression, issues arising, ideas, research and new avenues to explore. The intern will be expected to attend and participate.

Archival Tasks

- **How many physical archives are currently uncatalogued?**

Good question! We have approximately 10+ boxes of uncatalogued material in the archive room as well as films, posters and some recent donations. There are other documents and related items in other archives or held by individuals. There will be some research and outreach required to locate material and appraise.

- **What kinds of materials will be digitised for the online archive?**

Posters, paper documents, photographs, films, oral histories.

Four Corners

- **Can you provide more information about the culture and values of Four Corners, and your mission of promoting access to the arts and supporting marginalised communities?**

Here is our [Mission Statement](#) and more on our approach in [About Us](#)

- **Can you explain more about the Guaranteed Interview Scheme?**

Please see the information pack on our [Work with Us](#) page.

****Please note:** we will consider interviews for all candidates who make a request under the Guaranteed Interview Scheme. Candidates **must meet the Essential Criteria as outlined in the Job Specification** to be eligible for interview.

- **Can you provide examples of how the Guaranteed Interview Scheme has been implemented in the past and its impact on diversifying the staff team?**

This scheme was introduced in 2021. Since that time, 80% of all new employees and freelance staff at Four Corners have been from backgrounds that are underrepresented within the arts and heritage sectors.