



<b>Requirement:</b>	Voluntary House and Collections Intern
<b>Department:</b>	Collections
<b>Company:</b>	Harewood House Trust
<b>Responsible to:</b>	Collections Officer
<b>Tasks involved:</b>	Assisting the department with various curatorial projects and day-to-day tasks
<b>Hours:</b>	Minimum 3 days a week. 9.00am-5pm Travel expenses paid

### **ABOUT HAREWOOD**

The Harewood House Trust manages and maintains Harewood House and its immediate grounds, by opening to the public as a visitor attraction and events venue which attracts many thousands of visitors a year.

Harewood House is one of England's finest 18<sup>th</sup> century country houses, with a magnificent collection of fine and decorative arts. It is an accredited museum and nationally designated collection, and is the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- To preserve for the benefit of the public the House, Gardens and Collections
- To promote the study and appreciation of the arts and sciences
- To provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art.

Further information about Harewood and its programme of events can be found on the website [www.harewood.org](http://www.harewood.org)

### **ABOUT THE HOUSE AND COLLECTIONS TEAM**

The House and Collections Team at Harewood are dedicated to the care, conservation and heritage of Harewood. With exceptionally high standards, the team work hard to ensure that the visitor experience is unforgettable whilst preserving the house and collection for the public benefit.

### **SUMMARY**

This is a unique opportunity for a Voluntary House and Collections Intern to learn about the care and interpretation of Harewood House and its world renowned collections. The intern will assist with key tasks across the department divided between working with the Collections team and the Exhibitions and Projects Producer (including the Harewood Contemporary programme)

### **Key Tasks**

- Assisting with documentation in the historic collections stores and archives
- Assisting on the State Floor, Below Stairs and Terrace Gallery where collections are displayed to the public
- Assisting the Exhibitions and Collections Producer on the programme of temporary exhibitions and projects

- Engaging in collection research and researching with enquiries that come into the department
- Helping with preparation for pre-season house opening
- Administrative tasks
- Cataloguing and inventory work
- Other tasks as requested by the Historic Collections Advisor/Exhibitions and Projects Producer/House Duty Manager and Collections Officer
- Attend key planning meetings (as appropriate and in observer capacity)
- Prepare a short presentation on historic artefacts (or contemporary exhibitions if appropriate) and gain feedback on that

#### **Person Specification**

- Degree in arts or art history
- An approachable and engaging person
- Enthusiasm and knowledge of History and Art History
- Shows a flexible approach and able to move between several different projects
- A good eye for detail and awareness of a careful approach to artefacts
- Smart appearance
- Shows commitment and an interest in learning about all aspects of Harewood

#### **Qualifications**

- Studying for or holds a degree in art history/history or another related subject.

#### **Instruction will be given to enable the intern to undertake the required tasks.**

The post requires a commitment of 3-6 months, 2-3 days a week, working office hours. The post can be ended at any point if either party feels that it is not working successfully. The internship is a voluntary post, which Harewood pay expenses for, and is a training opportunity for the individual as they start on their career path in to the arts or heritage world.

Short-listed candidates will be invited to an interview.