



**Requirement:** Voluntary House and Collections Intern  
**Dates:** 20<sup>th</sup> Oct 2014 – 16<sup>th</sup> Jan 2015  
**Department:** House and Collections  
**Company:** Harewood House Trust  
**Responsible to:** Collections Officer & Head of House and Collections  
**Tasks involved:** Assisting the department with various projects and day to day tasks  
**Hours:** Minimum 2/3 days a week. 9am-5pm (flexible) Travel expenses paid

**Applications by 8<sup>th</sup> October**

### **SUMMARY**

This is a rare 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.

### **Key Tasks**

- Assisting in the collections stores and archives
- Assisting on the State Floor, Below Stairs and Terrace Gallery where collections are displayed to the public.
- Helping with research
- Helping with preparation for pre-season house opening
- Administrative tasks
- Cataloguing
- Research into areas of the collection
- Other tasks as requested by the House and Collections Department Team

### **Person Specification**

- An approachable and engaging person
- Enthusiasm and knowledge of History and Art History
- Willing to learn

- Shows a flexible approach
- A good eye for detail
- 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.**

#### **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.

**TO APPLY CONTACT DANIELLE ROWBOTTOM ON [danielle.r@harewood.org](mailto:danielle.r@harewood.org)**