



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Leeds Archive of Vernacular Culture Project Intern, Leeds
University Library



Salary: Grade 3 (£17,682– £19,133 p.a. pro rata)

Reference: CSLIB1211

376 hours over 9 months – scheduled hours of work to be agreed

Fixed term until June 2020

Leeds Archive of Vernacular Culture (LAVC) Intern Leeds University Library

Are you a current University of Leeds student, not due to complete your studies before Spring 2021? Do you have an interest in culture, history, language and dialect, or folklife studies? Do you want to be involved with a major research collection?

The LAVC Project is a project to enhance and make accessible the unique Leeds Archive of Vernacular Culture, based in Special Collections in the University Library.

The LAVC project focuses on dialect as living heritage. It will engage diverse public audiences through a wide range of activities and outputs. A major strand of the project is to open up the Leeds Archive of Vernacular Culture fully to the public and researchers for the first time. Housed in Special Collections in the Brotherton Library, the LAVC consists of the records of the Survey of English Dialect, and the Institute of Folklife & Dialect Studies, both of which were based at Leeds. The archive consists of recordings, fieldwork books, photographs, administrative records, word maps and much more. The archive is a major research resource whose potential has not yet fully been realised; the initial project will enhance its visibility and research potential. Funding is currently being sought for a wider project to reconnect the LAVC with the communities from which its research was drawn, through roadshows, partnerships with local museums, volunteering opportunities, education resources and present day dialect contributions. So this internship has the potential to become part of a much larger and publically visible research project.

This 60 day internship will assist the project in two main areas:

- Assisting with marketing and communications about the archive, including social media, responding to enquiries and capturing contact details for follow-up
- Research in the LAVC collection, in particular focusing on the story of the original Survey of English Dialects, the fieldworkers and the people they interviewed, bringing out personal stories, linking across the collections and identifying material for digitisation and online use.

The intern will bring creativity and drive, effective communication skills and an eye for detail, to raise the profile of the project and bring out hitherto unknown life stories.



The intern will receive initial archival training and ongoing guidance from Special Collections. Further detail on the project and guidance on marketing and information capture will be given by the wider project team including academics in the School of English.

What does the role entail?

As LAVC Project Intern, your main duties will include:

- Monitoring the project e-mail account and responding to queries;
- Capturing contact details to manage queries and offers of help or contributions;
- Raising the profile of the project via social media, especially Twitter;
- Using the LAVC collections to research the stories of the Survey of English Dialect, its field workers and respondents;
- As an output from the research, authoring a content package for the website;
- Identifying archive items for digitisation, including checking their condition and any copyright.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As LAVC Project intern you will have:

- Knowledge of or interest in social history, dialect and language studies, and / or folk life and heritage studies and public outreach;
- Excellent communications skills, adapting the style appropriate to different audiences and situations including dealing directly with the public, social media, and online audiences;
- Confidence and skills in the use of IT and digital technology, including MS Office, internet and social media;
- Good research and information literacy skills showing accuracy and attention to detail in all work undertaken;
- A proactive and flexible approach, able to respond to changing priorities and new initiatives, and develop creative solutions to problems;
- The ability to work independently and as part of a team, making a positive contribution and working collaboratively;



- A strong awareness of the need to treat third party data and details confidentially and securely.

You may also have:

- Knowledge of Special Collections;
- Experience of using archive resources for research;
- Experience of public-facing communications;
- Specific use of spreadsheets for capturing and managing data;
- Demonstrable academic research skills.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Tim Procter, Collections & Engagement Manager, Special Collections

Tel: +44 (0)113 343 0979

Email: T.J.Procter@leeds.ac.uk

Additional information

Further information about the Library <http://library.leeds.ac.uk/>

Further information about Special Collections <https://library.leeds.ac.uk/special-collections>

Hours of work

The scheduled hours can be flexible, in agreement with the supervisor: the preference would be at least 1 day per week.



Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

