

Library Project Intern (Find a Solution 2024)

This internship is part of the Find a Solution programme which brings together current students and local Third Sector organisations to tackle issues of strategic importance through projects that will have a lasting impact.

The role will be for a total of 160 hours, to be worked flexibly between June and August (to be discussed with successful candidate). The role is only open to UG 2nd year and above/all PG students from the College of Arts & Humanities.

About Us

The Common Guild is a leading visual arts' organisation with a highly respected programme of projects, events and exhibitions. The project involves reviewing, developing and cataloguing our library collection to improve public accessibility, as The Common Guild settles into a new permanent home in the former Adelphi Terrace Public School on the south bank of the River Clyde. The unique library has grown organically over a 17-year period and comprises contemporary art publications, catalogues of both solo and group exhibitions, and periodicals including frieze, Art Monthly and Afterall. We are currently working to diversify the library, increasing the publications that feature artists and / or writers of colour.

About the role:

This project is intended to give us and our audiences a much enhanced confidence in and hugely improved access to the library for years to come, improving the public benefit that we can generate, at a significant moment of our development. This project will allow us to make the most of the opportunity we have in our new premises, with dedicated library space that is fully physically accessible.

The project involves reviewing, developing and cataloguing our library collection to improve public accessibility, as The Common Guild settles into a new permanent home in the former Adelphi Terrace Public School on the south bank of the River Clyde. The unique library has grown organically over a 17-year period and comprises contemporary art publications, catalogues of both solo and group exhibitions, and periodicals including

frieze, Art Monthly and Afterall. We are currently working to diversify the library, increasing the publications featuring artists and / or writers of colour.

The Common Guild is a small team of 4 core staff, which is not able to manage a substantial one-off task such as this without additional support. The dedicated focus afforded by the project will give us and our audiences a much enhanced confidence in and hugely improved access to the library for years to come, improving the public benefit that we can generate, at a significant moment of our development. This project will allow us to make the most of the opportunity we have in our new premises, with dedicated library space that is fully physically accessible.

Main Duties & Responsibilities:

- Working with the Curator on a plan for and outcome of the library project
- Reviewing, assessing and sorting TCG's library holdings
- Reviewing existing categories and identifying any changes required
- Researching appropriate software tools
- Creating a digital catalogue of books and periodicals held
- Writing instructions for on-going management and additions

What makes this internship stand out? (training, benefits etc)

This is a rare opportunity to work in and with a leading contemporary art organisation in the city at an exciting time in its development, as it establishes itself in a new permanent home. The intern will gain invaluable experience of working in a small, dynamic team on a project that will be of permanent benefit to both the company and the public. You will also get the benefit of working in a small team in a leading, public-facing arts organisation, as well as access to a unique contemporary art resource.

Length of Internship (in weeks)

8 - 10 weeks

Starting month

June

Paid or voluntary

Paid

Is the internship part-time or full-time?

Part time

For part-time roles, how many hours will the student work per week?

160 in total between end June and August

Registered charity?

Yes

Charity Number:

SCO21428

Required Year Group

- Undergraduate 3rd year
- Undergraduate 4th year
- Postgraduate taught
- Undergraduate 2nd year
- Undergraduate 5th year
- Postgraduate researcher

Targeted College

College of Arts

Required Degree Discipline

Any from College of Arts & Humanities

The essential criteria for the role are

E1. Demonstrably high level of literacy

E2. Methodical approach to work and projects

E3. High attention to detail

E4. Strong interest in art history, visual arts, writing and / or publishing

E5. Good IT skills (e.g. e-mail, Excel, Word as minimum)

The desirable criteria for the role are

D1. Study in librarianship, information studies, databases or similar

D2. Interest in contemporary art and / or curatorial practice and theory

D3. Interest in public institutions and programmes
