Digital Communications Projects Internship Opportunity

The International Council on Archives (ICA) is an international, non-governmental organisation that brings together archive institutions and professionals around the world to advocate for the effective management of archives and the physical protection of documentary heritage, to develop recognised standards and good practices and to encourage dialogue, exchange and transfer of knowledge across national borders. With around 1,560 members from 157 countries and territories, ICA’s mission is to channel the cultural diversity of its members into effective professional solutions and to create a profession that is open to innovation and adaptation with a true international dimension, in collaboration with the highest level of decision-makers.

During 2023, ICA intends to migrate its website to a new platform. To do this, we plan to implement our website archiving policy to select the content to be published on our new site. This migration project will involve reviewing and editing current content to reflect the new style and visual identity.

Also in 2023, ICA will celebrate its 75th anniversary for which it will be planning virtual and on-site activities offered not only to ICA members but also to our wider community. The focus of these celebrations will be International Archives Week, scheduled for the 5th to the 9th of June, and the ICA Congress in Abu Dhabi, scheduled for October.

The intern may also support a research project about individual members of ICA.

We are offering a five or six month internship for students who are completing their studies in the humanities or social sciences and/or digital sciences.

**Applicant profile**

Master student in the humanities or social sciences and/or digital sciences and/or with a strong interest in new technologies.

Enthusiastic about working in a team in an international context.

Good interpersonal skills, ability to find creative solutions and demonstrate attention to detail.

Fluent French and English.

**Main tasks**

He/she will report to the Head of Communication and Partnerships and will work closely with the Website and IT Coordinator and the Executive Coordinator. He/she will be responsible for:

**Website**

- Support ICA website content planning:
• Working with ICA staff, drafting a content plan to review, edit and translate textual content for the new ICA website.
• In consultation with those people responsible for ICA groups, identify the content that will populate the pages planned for each entity.
• Support ICA staff in editing and updating selected content on the new ICA website.

• Implementation of the website archiving policy:
  • Review the website archiving policy in consultation with ICA entities.
  • Support transfer of archive content to digital storage for organizational record-keeping purposes.
  • Support the creation of an inventory of archived content in accordance with the website archiving policy.

**Communication**

• International Archives Week
  • Support the Secretariat in developing the communication strategy for International Archives week on ICA’s website.
  • Write, edit and translate communications texts (press releases for the general public, specialised press, etc.)
  • Send out publicity via ICA’s communication tools (e-Newsletter in particular).
  • Identify potential media outlets that might be interested in ICA’s 75th anniversary and International Archives Week.

This list is not exhaustive. The internship may evolve, depending on the length of the intern’s tenure and the candidate’s skills, other tasks may be suggested.

**Conditions**

Internship located in Marais district of Paris – internship allowance according to the regulations in force (approximately 550€ / month) – restaurant tickets – expense payment of 50% of travel costs.

To apply for this internship, qualified candidates should submit a cover letter and CV outlining how he/she meets the requirements detailed above. Send to communications@ica.org before 31st March 2023 23:59 CET.

An internship agreement must be signed between the ICA and the student’s educational institution.