



## VOLUNTEER JOB VACANCY

### Archival Volunteer

The Expatriate Archive Centre collects and preserves original source material documenting the social history of expatriate life for academic researchers. We are based in The Hague and have a small, dedicated staff. We are supported by an enthusiastic team of volunteers of different backgrounds, nationalities, and ages.

Archival volunteers help process our growing collection. This work is done in a team and, depending on the archive processing stage, could consist of:

- Cataloguing documents such as correspondences, diaries, publications, photos;
- Creating new archival and content descriptions and checking existing ones for errors and completeness;
- Creating an arrangement system and reference codes;
- Scanning of the material.

#### Requirements:

- Interest in social history and the archiving thereof;
- Capability to structure and organise on a very detailed level;
- Fluency in English;
- Experience in Excel;
- Experience in archiving or records management is ideal;
- Enthusiasm and willingness to learn;
- Be able to volunteer a minimum of one day per week for at least six months.

#### We offer:

- Training on the job;
- A professional work environment;
- The chance to enhance your computer, archiving, and management skills;
- A great volunteer team to work with;
- Unlimited chocolate;
- Superb lunch discussions!

If you are interested in this volunteering opportunity, please send a copy of your CV and a brief motivational letter to [welcome@xpatarchive.com](mailto:welcome@xpatarchive.com).

For more information about the Expatriate Archive Centre, visit [www.xpatarchive.com](http://www.xpatarchive.com).