



EXPATRIATE
ARCHIVE
CENTRE

VOLUNTEER JOB VACANCY

Archival Volunteer

The Expatriate Archive Centre (EAC) 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. The working language in our office is English.

Archival volunteers help process our growing collection. Depending on the size and type of the project, volunteers work individually or as part of a small team.

We are looking for someone with archiving experience to help us process a large organisational collection at our office in The Hague.

The tasks may consist of:

- Cataloguing digital or physical documents such as correspondence, scrapbooks, publications, or photos;
- Creating new archival and content descriptions;
- Creating an arrangement system and reference codes.

Requirements:

- Experience in archiving or records management;
- Capability to structure and organise on a very detailed level;
- Experience in Excel;
- Be able to volunteer a minimum of one day a week on Mondays or Tuesdays for at least six months;
- Fluency in English;
- Enthusiasm and willingness to learn.

All volunteers must have a valid working permit for the European Union.

We offer:

- Training on the job;
- Professional work environment;
- An opportunity to enhance your computer, archiving, and management skills;
- Unlimited chocolate;
- Superb lunch discussions.

If you are interested in this volunteering opportunity, please send us your CV and a brief motivational letter in English to welcome@xpatarchive.com.

For more information about the Expatriate Archive Centre, visit www.xpatarchive.com.