Department: ARCHIVE

When: January – December (excluding June as this coincides with Aldeburgh Festival)

Duration: Usually 1 week for school students. This could be extended to 2 weeks for under or post graduates.

For: Year 10 and upwards

Where: The Red House, Golf Lane, Aldeburgh

Summary of Placement:

The experience will vary depending on the time of year. It may involve some interaction with the public if it takes place between Easter and October. It could include:

Basic cataloguing

Preservation work (packaging etc)

Transcription and data input

Digitisation

General archive duties

Stock handling and control – which could include pricing, merchandising, filling shelves, stock rotation

Assisting at till points which could include cash handling, serving customers

Cleaning and tidying salesfloor.

Optional The Red House is a heritage site and there may be an opportunity to spend time in the house itself which is a museum and visitor desitination from Easter until October.

Hours 0930hrs – 1730hrs with a 1 hour lunch break

Monday to Friday