

<b>Department:</b>	ARCHIVE
<b>When:</b>	January – December (excluding June as this coincides with Aldeburgh Festival)
<b>Duration:</b>	Usually 1 week for school students. This could be extended to 2 weeks for under or postgraduates.
<b>For:</b>	Year 10 and upwards
<b>Hours:</b>	0930hrs – 1730hrs with a 1-hour lunch break. Monday to Friday.
<b>Where:</b>	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 destination from Easter until October.