

Library & Archive Intern

This internship is part of the Find a Solution programme which brings together current students and local Third Sector organisations to tackle issues of strategic importance through projects that will have a lasting impact.

The role will be for a total of 160 hours, to be worked flexibly between June and September (to be discussed with successful candidate). This role is open to 4th- and 5th-year undergraduates, PGT and PGR students in the College of Arts and Humanities.

About us

Glasgow Sculpture Studios is the largest visual arts production centre in Scotland supporting sculptural and material practice in its widest sense. Established in 1988 by an enterprising group of graduates from the Glasgow School of Art, GSS was developed as an artist-led membership organisation in response to a gap in the visual arts ecology of Glasgow. While a number of spaces and initiatives proliferated to support the public presentation and sharing of artworks, there were no communal sculptural production facilities at that time to support the making of artworks.

We continue to support artistic excellence across a wide range and variety of creative practices. The form this support takes is always evolving and in constant dialogue with our understanding of visual arts production, the changing needs of artists, and barriers to accessing creativity. We provide affordable production facilities and workspaces, technical expertise, and a range of personal and professional development opportunities for artists, cultural workers, facilitators, and community workers at various career stages.

A champion and advocate for sculptural practice, we work with artists and our communities of interest to foster creative innovation, artistic excellence, and equity of opportunity within the discipline, foregrounding the transformational power of culture in achieving a wide range of social, cultural, and economic outcomes. We believe that artistic excellence is not an individualistic pursuit, but a collectivised endeavour made possible through thinking, making, and doing together. Artistic innovation and excellence is produced through the open exchange of ideas, methods, and approaches between a diverse community with a variety of lived experiences and perspectives.

The role

This project is intended to invest time, thought and action into a currently underdeveloped resource at GSS. We have a sizeable library and archive collection which is not currently organised or catalogued in a meaningful or accessible way. The project will involve assessment, development, implementation and documentation of a new cataloguing system for our library and archive collections. We are confident that the work of this intern project will produce a crucial and valuable resource for everyone who visits GSS, which will allow us to deepen and extend the work we already deliver.

As we approach our 40th anniversary in 2028, the development and implementation of a cataloguing system will be a legacy project from which new research projects can develop, making use of our collections which will be newly accessible and documented. Additionally, we will be able to provide meaningful access to our collections for our members, our Learning & Engagement programme partners and participants in our local community of North Glasgow, and to wider users.

Main duties & responsibilities

- Work alongside the Operations & Building Manager to agree a plan and monitoring structure throughout the project
- Assess GSS' library and archival collections (physical and digital)
- Research and analyse cataloguing solutions and systems
- Present a cataloguing solution proposal
- Test and implement agreed solution
- Document the implemented system in order to set up a legacy cataloguing project

What makes this internship stand out? (training, benefits etc)

GSS is the largest art production facility in Scotland and is a leading visual arts organisation in Glasgow and in Scotland. You will be joining our organisation at a crucial juncture in our development, putting in place important resources to enable legacy projects to emerge as a result of the resource you develop. You will be working with a small team of highly-skilled staff and alongside a community of leading contemporary artists. You will have the opportunity to work with unique collections and innovate to overcome a unique challenge. Additionally, you will have the opportunity to undertake inductions in our production facilities to enable you to better understand the work we do at GSS – this will be a great chance to try something new and immerse yourself in an active and exciting creative environment.

Length of Internship (in weeks)

8

Starting month

June

Paid or voluntary

Paid

Is the internship part-time or full-time?

Part-time

For part-time roles, how many hours will the student work per week?

20

Required Year Group

Undergraduate 4th year

Undergraduate 5th year

Postgraduate taught

Postgraduate researcher

Targeted College

College of Arts

Required Degree Discipline

Any within the targeted college.

The essential criteria for the role are

E1. A high standard of digital literacy

E2. Knowledge/experience of library and archive cataloguing systems and strategies

E3. Ability to demonstrate a high level of attention to detail and high standards of accuracy

E4. Strong organisational and planning skills and the ability to manage time effectively

E5. Well-developed interpersonal skills and the ability to communicate effectively verbally and in writing

E6. Ability to work independently, utilising good problem-solving skills and demonstrating a proactive and initiative-led approach

The desirable criteria for the role are

D1. A keen interest in contemporary art, sculptural practice and/or History of Art

D2. An understanding of the objectives of GSS and the range of services GSS provides