SERENDIPITY
Institute for Black Arts and Heritage

Emerging Professionals Programme: Heritage and Archives Internship

Organisation: Serendipity Institute for Black Arts and Heritage
Location: Leicester
Contract: Fixed-Term Internship, 12-months
Hours: Full-Time, 37 hours per week (some evenings and weekends)
Salary: £12.75 per hour (equivalent to approximately £24,531 per annum, pro rata)
Reports to: Head of Heritage and Collections
Start Date: September 2026

About the Organisation

Serendipity Institute for Black Arts and Heritage is a nationally recognised arts organisation celebrating the richness and diversity of African and African Caribbean arts, culture and heritage through festivals, performances, education, publishing and community engagement.

Purpose of the Role

The Heritage and Archives Intern will support the preservation, documentation and interpretation of Black British heritage collections while gaining practical experience in archive management, collections care, research and public engagement. This internship is aimed at graduates who have recently completed a degree level qualification and provides practical experience across work within the arts and heritage sectors.

Key Responsibilities

Archive Management

- Catalogue archive collections.
- Assist with accessioning new material.
- Organise digital and physical collections.
- Maintain archive records.

Digitisation

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Serendipity Artists Movement Limited
Company registration number in England and Wales 07248813
Charity registration number in England and Wales 1160035

- Scan photographs, documents and audiovisual material.
- Create and maintain metadata.
- Support digital preservation activities.
- Assist with making collections accessible online.

Research

- Undertake research into Black British history and heritage.
- Support exhibition and publication development.
- Assist with oral history and archive projects.
- Produce heritage-based written content.

Public Engagement

- Support archive visits, talks and workshops.
- Assist researchers and visitors accessing collections.
- Help prepare exhibitions and displays.
- Contribute to educational resources and interpretation.

Collections Care

- Assist with the care and storage of archive collections.
- Rehouse materials using archive-quality packaging.
- Monitor storage environments where appropriate.
- Follow collections management procedures.

Learning Opportunities

The intern will gain practical experience in:

- Archive cataloguing
- Collections management
- Digitisation
- Heritage interpretation
- Oral history
- Exhibition development
- Research methods
- Black British history
- Public engagement

Person Specification

Essential

- Degree or equivalent qualification (or working towards one).
- Excellent organisational and communication skills.
- Good Microsoft Office skills.

- High level of attention to detail.
- Ability to prioritise competing tasks.
- Positive, professional approach to work.
- An interest in the arts and cultural sector.

Desirable

- Experience in administration.
- Knowledge of arts organisations.
- Experience of event coordination.
- Experience using CRM or database systems.

What The Internship Offers

- A structured 12-month paid internship.
- One-to-one mentoring and supervision.
- Professional development opportunities including training in archives and collection management.
- Opportunities to contribute to nationally significant heritage projects.
- A certificate and professional reference upon successful completion.

How to Apply

To apply, please submit your application using the form detailing your relevant experience and how you meet the criteria outlined in the job description.

Link to the Application: https://info.serendipity-uk.com/emerging-professionals-programme

Deadline: 20 August 2026

Any questions or inquiries should be directed to: **opportunities@serendipity-uk.com or 0116 482 1394.**

Serendipity Institute for Black Arts and Heritage is an equal opportunities employer. We particularly welcome applications from individuals from underrepresented groups within the arts and heritage sector.