



## Job Specification - Art & Archives Intern



ING's purpose is 'Empowering people to stay a step ahead in life and in business'. Every ING colleague is given the opportunity to contribute to that vision. We champion self-reliance and foster a collaborative and innovative culture. The Orange Code is our global manifesto for how we stay true to our purpose and our tradition of reinvention and empowerment. It is made up of **ING Values** (we are honest; we are prudent; we are responsible) and **ING Behaviours**: (you take it on and make it happen; you help others to be successful; you are always a step ahead). For us, success will only be achieved if we act with **Integrity**.

Some companies see diversity as a box to be ticked. We see it as fundamental to our success and we encourage a proper work/life balance. At ING, you'll only be judged on your performance in line with the Orange Code. And that's a promise.

### Core Information

<b>Job Title:</b>	Art & Archives Intern
<b>Business/Function:</b>	Wholesale Banking
<b>Department:</b>	Communications and Brand Experience
<b>Line Manager:</b>	Clara Harrow, Art & Archives Manager
<b>Core Hours of Work:</b>	Full Time 9.00am – 5.00pm
<b>Internship Programme</b>	9 month paid internship programme running from September 2020 to June 2021.
<b>Status:</b>	Temporary
<b>Required start date:</b>	September 2020

### Job Specification

#### Overview:

This role involves working with the art and archive collections at ING's London office. The prestigious Baring Archive is a designated collection and is one of the finest archives of a financial institution anywhere in the world. The UK Art Collection is one of the finest corporate art collections in the City of London.

The art and archives team is part of the Communications and Brand Experience team. The team is responsible for protecting and enhancing the image of ING in the UK and Ireland through a range of communication methods: media relations, events, branding, advertising, internal communications and corporate social responsibility initiatives.

#### Main Duties and Responsibilities of Role

- Assisting the Art & Archives Manager with the collections, including environmental checks, stock checks, and supervising visiting researchers
- Assist with the provision of an enquiry service for internal stakeholders and external researchers
- Oversee the ordering of art reproductions for long service awards



- Develop the catalogue for the ING UK art collection and the Baring Archive
- Assist in the preparation documents for digitisation
- Assist and develop communities on ING's internal and external social media platforms
- Develop good working relationship with colleagues from the wider Communications and Brand Experience team, Art and Archive Committee UK, the Trustees of The Baring Archive and the Art Management department in Netherlands
- Provide general support for the activities of the Communications and Brand Experience team, and any other tasks as directed by the Art and Archives Manager

### Career Potential

This role provides an excellent opportunity to gain experience working with a corporate art collection and business archive. It will provide solid experience for those wishing to apply for an MA in Archives and Records Management and for those seeking to pursue a career in the management of corporate collections.

### Candidate Profile

#### Qualification/Education

**Essential:** A recent graduate or currently in final year of degree

**Desirable:** Preferably education in history, history of art, archaeology, economics, literature or a related field.

#### Experience/Knowledge

**Essential:** An interest in history and business archives and a wish to pursue a career in collections management.

**Desirable:** A demonstrable interest in archives, history and art

#### Personal Competencies

**Essential:** An organised and detail orientated individual.  
Excellent communication and writing skills, including proofreading and sub-editing ability.  
Exemplary attention to detail.  
Ability to work independently and proactively  
Good organisational skills.  
Ability to work on multiple projects simultaneously.  
Good interpersonal skills, tact and diplomacy.  
Flexible in fast paced environment.  
Computer literacy and a willingness to learn in-house systems and processes  
A team player who can develop strong relationships with clients, candidates and colleagues.  
Someone who will also play a big part in the intern team and represent the Communications and Brand Experience team well.