



## Job Specification – Art and Archive Intern



ING is a global bank with a strong European base. Our over 56,000 employees serve around 38.8 million customers, corporate clients and financial institutions in over 40 countries. Our purpose is to empower people to stay a step ahead in life and in business. This purpose guides us in everything we do.

Our products include savings, payments, investments, loans and mortgages in most of our retail markets. For our Wholesale Banking clients, we provide specialised lending, tailored corporate finance, debt and equity market solutions, payments & cash management and trade and treasury services. Customer experience is what differentiates us and we're continuously innovating to improve it. We also partner with others to bring disruptive ideas to market faster.

'Do your thing' is our new brand direction and our first global tagline. It articulates our purpose and our promise to make banking frictionless. It's about encouraging people to do more of the things that move them and their business. 'Do your thing' is not about irresponsible behaviour but about people being free to live the life they want to live, knowing that they will make their world a little better for it.

<b>Job Title:</b>	Art and Archive Intern
<b>Business/Function:</b>	Communications & Brand Experience
<b>Line Manager:</b>	Clara Harrow
<b>Core Hours of Work:</b>	Full Time – 9.00 am – 5.00 pm
<b>Duration</b>	9 month paid internship programme running from October 2021 to June 2022
<b>Status:</b>	Temporary
<b>Required start date</b>	October 2021

### Job Description

The ING London Internship Programme: A structured programme aimed at university students and recent graduates. The programme will offer first-hand experience of what a career at ING is like by giving you an opportunity to observe and get involved in the day to day running of the business. An internship at ING will allow you to explore your interests and develop your professional skills and capabilities.

### Job Responsibilities

- Assisting the Art & Archive 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 with and develop communities on ING's internal and external social media platforms
- Develop good working relationships 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 & Archive Manager
- Working with the rest of the interns to put together "meet the manager" sessions amongst the managers, networking events and product sessions
- Actively participate in volunteering opportunities available through ING's charity partnership initiatives
- Think of ideas for charity events for the London office and take them on and making them happen!

### Your Work Environment

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 members of the art and archive team are 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.

### 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.

### Who Are We Looking For?

#### Required Skills

##### Essential

- A recent graduate or looking to do a university placement year
- Must have the right to work in the UK for the whole duration of the proposed internship
- An interest in history and business archives and a wish to pursue a career in collections management
- 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

##### Desirable

Someone with an educational background or demonstrable interest in history, history of art, archaeology, economics, literature or a related field.

#### What Type Of People Are We Looking For

Creating a differentiating experience starts with ING's culture: entrepreneurial, open, collaborative, innovative and energetic. Who we are and how we work are set out in our Orange Code. Our values are the non-negotiable promises we make to the world. The principles we stick to no matter what are: we are honest, we are prudent, and we are responsible. Our behaviours are the commitments we make to each other and the standards by which we measure performance. These behaviours are what set us apart. We are looking for people who apply these behaviours: you take it on and make it happen, you help others to be successful and you are always a step ahead.

With integrity above all, the Orange Code is our manifesto describing the values and behaviours that define us and what it means to be ING.

Click [here](#) to find out further information on this intern programme and how to apply