Internship: A European Literary Map of London - Vacancy

18 February 2022

The UCL European Institute is seeking to appoint a part-time intern to work with us on an online project, the *European Literary Map of London*. The intern will populate the map with existing material, research new entries, advise on additional tech functionalities, and contribute to external engagement with London-based cultural institutions.

Location: London
Type: As and When: 30 hours overall in the first instance
Salary: Grade 5, spine point 15 (£13.51 / hour)
Duration: March 2022 to May 2022 (in the first instance)
Closes: 11 March 2002

The *European Literary Map of London* is an interactive map project that acts as a guide to the city of London through the eyes of Europe's literary, musical, artistic, and scientific minds. A first version – comprising 50 entries in 16 languages describing different sites and experiences of London in text, painting, moving image, or song – was created by the UCL European Institute for the Faculty of Arts and Humanities Welcome Season in 2020.

We are now seeking to recreate the map on a new platform that will move into the UCL domain permanently. The intern will have the set of existing entries to work with and would be encouraged to research further entries and to work with the web developer to optimize existing or develop new functionalities. The post holder will also contribute to engagement with London's national cultural institutes, to expand the set of entries and promote access to and visibility of the site.

The role would suit a UCL graduate or postgraduate student, able to undertake additional work alongside their studies. The successful candidate will most likely pursue a degree focused on, or otherwise demonstrate familiarity with, European literature, culture and thought broadly speaking.

The European Institute is UCL's hub for research, collaboration and information on Europe and the European Union. We exist to promote academic excellence in the study of Europe at UCL, working to provide a leading forum for intellectual debate and acting as liaison between the university and EU and UK policymaking communities.

Intern duties
- Populate the European Institute's new *European Literary Map of London*
- Research and add new entries (texts, song, film, painting)
- Advise on existing functionalities and the development of new ones
- Support engagement with London's national cultural institutes
- Support the promotion, visibility and accessibility of the map once completed
- Adhere to UCL Equal Opportunities policies in all activities, and to actively promote equality of opportunity wherever possible.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.

Person specification

The person specification outlines the skills, knowledge and experience required for this post. Candidates will be considered based on how well they demonstrate that they meet the criteria for this particular role.

- Strong writing and editing skills
- Experience using content management systems and web-based applications
- Strong communication skills, experience using social media professionally would be a plus
- Ability to self-start and comfortable pitching ideas
- Knowledge of and familiarity with European literature, arts, and culture
- Fluency in at least one European language other than English (more languages desirable)
- Strong undergraduate degree, some postgraduate experience desirable.

Hours: We seek an intern for a total of 30 hours in the first instance. This is an As and When contract with flexible working patterns.

The postholder would ideally start in March 2022. Work is envisaged to be completed by the end of May 2022. **Pay:** Grade 5, spine point 15 (£13.51 / hour).

To apply: please send a CV and a short covering email to lawshr@ucl.ac.uk by 11 March 2022. Any queries about the post, please contact u.staiger@ucl.ac.uk.