

V&A Conservation Department: Guidelines for Internship Applicants

These guidelines are for individuals interested in applying for unpaid conservation project work in the Conservation Department. All other enquiries regarding jobs or voluntary work at the V&A should be made to our Human Resources department via: hr@vam.ac.uk. Further information is also available on the V&A website: www.vam.ac.uk

Internships or other unpaid work placements in the V&A Conservation Dept are possible in all the conservation specialisms, including conservation science and administration. If you are interested in applying, please note:

- All types of work placement in the Conservation Department are unpaid and undertaken on a voluntary basis.
- The duration of an internship can be from three weeks to one year, but is expected to be full time.
- Applications must be received at least six months before the intended starting date of the internship as some studios may be booked up to two years in advance.

To ensure your application is processed:

- it must be made on the **Intern Application Form**
- the Application Form must be completed in full
- you will have already completed a recognised programme of conservation training
- you should give a clear description of educational background and previous work
- you **must indicate** one choice of conservation specialism
- if coming from outside the EU, you must indicate the type of visa expected (see below).

VISAS and ENTRY REQUIREMENTS:

If you are coming from a country outside the European Union tasks to do before you apply, are:

- **check with the British Embassy in your country regarding visa and entry requirements.**
- **check online at the UK Border Agency at: <http://www.ukba.homeoffice.gov.uk/> that your information is correct and up to date.**

It is your responsibility to make ALL subsequent arrangements regarding work or study visas. The V&A is not in a position to give assistance with this.

SELECTION

The selection process usually takes approximately a month, though this can vary considerably. After receipt of your fully completed application, the information is made available in electronic format to the Senior Conservators of the conservation-specialism that you have indicated on the application form. If your application is successful you will then be contacted directly by the conservator who will supervise your possible internship.

Unfortunately we do not have the resources to consider or respond to applicants who have not already completed a recognised programme of conservation training, or otherwise unsuccessful applicants. If you have not heard from us within a period of one month, please assume your application has been unsuccessful.

Selected candidates may be invited to attend an interview or informal meeting in the V&A Conservation department. Usually about three weeks notice of interview will be given (more where possible). We understand that attending an interview will be impossible for some candidates from outside the UK. In the event of a candidate not being able to come to the V&A, a portfolio of two projects will be requested and a telephone interview can be arranged.

For all candidates: when attending an interview, please bring your portfolio of work (two projects) illustrating relevant work experience, technical skills, manual dexterity etc. An interview or meeting usually lasts for about an hour.

Applicants will be notified of the results as soon as possible. The successful candidate will be sent an email detailing our offer and confirmation of the dates. This email should be replied to in acknowledgement and confirmation. Keep a copy for your reference.

SECURITY VETTING

All successful candidates are also required to complete a Security Vetting process, including Full Disclosure forms, that must be completed and sent back to us **at least six weeks prior to arrival at the V&A**.

In line with Home Office guidance we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK, if you are applying from abroad. All information is treated in the strictest confidence. The information you provide will be stored in accordance with the V&A's Privacy Policy (further details available on the website).

ON ARRIVAL

- One day per week is allocated to the intern for study-time, which may be used to attend seminars, visits or engage in private study.
- Holiday leave will be pro-rata to the length of your internship
- Studio visits will be arranged periodically so that interns will have a chance to meet and discuss their work as a group.
- Towards the end of the period the intern may be encouraged to give a short presentation of previous work and work in the Department.
- The intern will be required to write a short report (up to 500 words) on her/his experience.

FINANCIAL INFORMATION

All types of internship or work placement in the Conservation Department are **unpaid** and undertaken on a voluntary basis unless there are completely separate funding arrangements in place.

There are no fees, charges for materials or other costs imposed by the museum.

The Conservation Department does not administer financial arrangements relating to internships and the V&A can offer no financial support to interns.

The Conservation Department can provide you with a 'letter of support' if required in some situations.

If you are referring to the V&A in any applications for funding we request that you limit your applications to foundations which provide educational grants to individuals only.

You will need to provide us with a list of the foundations which give you funding.

Before you apply for an internship you must secure sufficient funds for travel and living expenses in London. The Conservation Department can supply weblinks to suggested accommodation in London but it is your responsibility to make all arrangements for this and all your day to day living requirements. The **minimum** cost of living in London is currently estimated at £12,500 per annum.

Bank Account:

If you wish to open a bank account in London, you will need to present the following at the bank:

- Proof of current address in London
- Passport
- Statements from your bank in your own country (if applicable)

If there are any changes in your primary contact email address, your living address or telephone number after you apply, please ensure you inform us immediately in case we need to get in touch with you. If we cannot get in touch with you during the period of six weeks prior to the start of internship, or for a period of one month at any point from receipt of your acceptance of this offer to six weeks prior to the start your internship, we will have to withdraw this offer and consider other candidates for this vacancy. If you have any problems either with funding or anything else which prevents you from taking up our offer, please let us know as soon as possible.

If you wish to proceed with an application for internship, please complete the application form according to these Guidelines and email it to: conweb@vam.ac.uk **together with** the additional information listed on the application form.

Please include the following in the subject line of the email:

"YOUR NAME, Internship Application, YOUR CHOICE OF CONSERVATION SPECIALISM"