






## CAPA LONDON SAMPLE INTERNSHIP LIST HISTORY




### INDUSTRY DESCRIPTION

London is a city rich with history and culture and we work with a range of organisations that would suit students majoring in History or looking to pursue a career related in this field. Students should give as much detail as possible about their specific areas of interest, ie. Art History, Archiving, European History, Education and should also demonstrate good research and communication skills. As a number of these sites are small-medium sized organisations, candidates should be positive self-starters with a can-do attitude and an ability to work independently as well as with a team.

### EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p><b>Foundling Museum</b></p> 	<p>The Foundling Museum was established in 1998 as a charity to care for the Foundling Hospital Collection. Following an extensive fundraising, renovation and rebuilding campaign the Foundling Museum opened in 2004. The Museum was previously the Hospital's London headquarters. It includes original eighteenth century interiors, furniture and fittings from the original London Hospital building including the Committee Room, the Picture Gallery, a staircase from the boys' wing and the magnificent Rococo Court Room.</p>
<p><b>Historical Association</b></p> 	<p>The Historical Association support the study and enjoyment of history at all levels by creating an environment that promotes lifelong learning and provides for the evolving needs of people who share an interest in history. They also lead activities and campaigns to raise the profile of history at local and national levels. They strive to achieve this by encouraging wide membership, offering information and education and campaigning for history.</p>
<p><b>London Canal Museum</b></p> 	<p>A volunteer-run museum telling the history of London's waterways, their construction, working, demise and regeneration. They cover social, industrial and transport history and promote a busy education programme. As the only waterways museum in the South East of England, they play an important role in preserving and promoting the history and enjoyment of London's canals and waterways.</p>

<p><b>National Army Museum</b></p> 	<p>The Museum covers the history of the British Army from its origins to the present day. Interns will have the opportunity to get involved with listing and cataloguing the accessioning backlog of archives and photographs in the Museum; transcribing Second World War letters and diaries from the originals for a forthcoming publication 'Wives and Sweethearts'; helping to rationalise the storage of large archives and photos.</p>
<p><b>Ragged School Museum</b></p> 	<p>The Ragged School Museum is a unique building that once housed the largest 'Ragged School' in London, run by the esteemed Dr Barnardo. Today the museum celebrates and remembers his achievements as well as helping people gain an understanding of the Victorian East End. Working mainly with primary school children they run interactive, drama-based workshops in their reconstructed classroom and kitchen.</p>
<p><b>Westminster Archives</b></p> 	<p>The City of Westminster Archives Centre is a modern, purpose built archives centre. Its collections are largely unique and form the most complete picture of Westminster's history and growth in existence. They extend to over 5 kilometres of shelving and include around 60,000 illustrations dating from Tudor times to the present day (the earliest original item dates from 1256) as well as many other types of historical record.</p>

## POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

<b>Archiving</b>	<b>Events Support</b>
<b>Creation of Promotional Materials</b>	<b>Front of House</b>
<b>Curating</b>	<b>Office Administration</b>
<b>Design</b>	<b>Projects</b>
<b>Developing Publications &amp; Presentations</b>	<b>Research &amp; Analysis</b>
<b>Educational Projects &amp; Workshops</b>	<b>Social Media Development</b>

## TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

<b>Analytical Ability</b>	<b>Methodical Approach and Excellent</b>
<b>Attention to Detail</b>	<b>Organisation</b>
<b>Creativity &amp; Imagination</b>	<b>Presentation</b>
<b>Good Oral &amp; Written Communication Skills</b>	<b>Research</b>
<b>Independent Work &amp; Teamwork</b>	<b>Strong Interpersonal Skills</b>

## PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.