

YOUNG ARCHIVISTS

Croydon Archives is looking for 10 'Young Archivists' to participate in a 15-month paid programme exploring the diverse experiences of young people and underrepresented histories in Croydon. In addition to participating in workshops with an exciting selection of sector professionals and organisations, you will work alongside us to co-create an engagement programme which could include exhibitions, events and digital content showcased to a public audience - leaving a permanent legacy in Croydon Archives.

Your ideas will be essential to reinterpreting and highlighting archive material relating to the past, present and future of Croydon – including historic collections and the record of Croydon's exciting year as London Borough of Culture.

Together we will think about:

- How archives can represent the diverse experiences of young people, and foreground their voices.
- How our archives can be more reflective of Croydon's community, and celebrate Croydon's culture.
- What people, places and stories are important to past, present and future Croydon residents.
- What an inclusive archive could look, feel and sound like!

The deadline to apply is 6PM on Wednesday 21st February.

The Young Archivists programme offers a fun and supportive space to develop your research skills, creative talents and work experience – as well as discover new passions, collaborate with other young people and see whether a career in the culture and heritage sectors is for you!

You will gain:

- Training in archiving, producing events and exhibitions
- Creative workshops with industry professionals
- Research and digital skills
- Mentorship in your future career or study ambitions
- Connections with sector organisations

Young Archivists will be paid London Living Wage (£13.15 per hour) for their time.

The programme involves a commitment of 4-5 hours per month between March 2024 and May 2025. Young Archivists sessions will take place in-person in Croydon, outside of your school or college attendance hours.

We are planning to hold the first Young Archivists introduction session on Saturday 23rd March. If you are making an application please save this date!



WHO ARE WE LOOKING FOR

To be eligible to apply **you must be aged 14-18 years old at the start of the programme**. You do not need any prior work experience or knowledge of archives for these roles - we are looking for people who are passionate, inspired, creative and enthusiastic to learn new things!

We will be providing training, mentorship and support to allow you to fulfil the role successfully, developing your ideas with confidence. If you are interested in a future in museums, archives, arts or culture - this is an opportunity for you!

Collaborative – You should be enthusiastic about meeting new people, sharing ideas, working together and bringing projects to life as part of a team.

Curious – People who feel inspired by investigating people, places and their stories. You don't need lots of knowledge, just to be keen to develop your research skills, learn about local history or gain a deeper understanding of an issue you care about.

Creative – This could mean those who are interested in making and experiencing any kind of art or culture (visual arts, music, theatre, dance, film, poetry, fashion, design, architecture etc). However, you might also be an imaginative person who wants to get involved in behind-the-scenes production, or find out more about how these industries work.

Committed – We understand young people have lots of responsibilities to juggle, and sometimes unexpected changes in circumstances can happen. However, to make sure we offer this opportunity fairly to those who will make the most of it, we ask that you are reliable and able to commit to most sessions for the full duration of the programme. The programme schedule will be arranged according to the availability of the selected group, and we will do our best to accommodate everyone.

This project is about preserving the diverse history and culture of Croydon for future generations. It's important to us that these stories are recorded by and for the communities they relate to, through the perspectives of young people who don't currently feel their voices are being heard enough.

For these reasons, we are also looking for young people who are from, based in or with a connection to Croydon. We will be prioritising applications from those who are facing barriers to accessing these kinds of opportunities, in particular recognising that BIPOC audiences are currently underrepresented in our services - and the wider heritage sector.

We encourage everyone to apply, as applicants who are not selected to be one of the 10 Young Archivists will still have access to opportunities to participate in a free programme of workshops and mentorship to build their skills, experience and knowledge.



HOW TO APPLY

To apply for the Young Archivists programme, fill in the online application form.

<https://forms.office.com/e/k78vNVbmcG>

There are three sections, where you will be asked to fill in your personal details, provide some access and diversity information, and answer some questions. **Please answer all the questions, maximum 150 words per answer.**

You may want to draft your answers in a separate word document first.

These questions are intended to help us get to know you, and understand how you would benefit from being a Young Archivist. We will also use your answers to shape and adapt the programme according to the interests and goals of all the participants, to ensure you get as much out of the experience as possible.

We will not be assessing you based on your spelling, grammar or writing skills. We don't expect you to know lots about archives, we want to hear what you are passionate about, what makes you unique and how we can support your future ambitions. Use the word limits as a guidance, it's OK to write shorter answers or in bullet points if you find this easier.

There is also an option to submit an audio or video response, if this is more accessible for you.

To do this, **complete and submit all sections of the application form**, selecting the 'Audio/video response' option under 'Application questions'. Please **include your answers to all the questions as one video or audio file, maximum 10 minutes long.**

Send your file as an email attachment or WeTransfer link to francesca.telling@croydon.gov.uk. Save your file as 'NAME_SURNAME' using 'Young Archivists application' as the email subject.

The deadline to apply is 6PM on Wednesday 21st February

If you have any questions about the programme or application process, are experiencing any barriers to making an application, or have alternative accessibility requirements, please contact francesca.telling@croydon.gov.uk

If you are feeling stuck, ask your school or college careers advisor or a teacher for help!

There will **not** be any interviews as part of the selection process.

We look forward to reading your application!



APPLICATION QUESTIONS

Why do you want to get involved with the Young Archivists programme? (Max 150 words)

For example, tell us how being a Young Archivist might relate to ideas you have for your future career or study plans.

Or, if you are not sure about this yet, how does the programme connect with your interests and background?

Tell us a bit about what you are interested in or what is important to you at the moment. (Max 150 words)

This could be something creative or a hobby; an aspect of your identity or a community you are a part of; a social or political issue you believe in; something you have read, watched or listened to recently that inspired you; your favourite subject at school, or anything at all you are passionate about!

What parts of this opportunity are you excited about, and what would you like to get out of this experience? (Max 150 words)

This could be anything from building confidence, connecting with other young people, meeting professional creatives, or gaining a new skill.

Let us know if there is anything you want to try but haven't had the opportunity to experience yet. Do you feel there are any barriers to your future growth and success which we can help you overcome?

Tell us about your strengths, achievements and experiences so far. (Max 150 words)

This could be a project you have done inside or outside of school; extracurricular activities or a club you are part of; volunteering, mentorship or work experience; or something you have made or completed which you are proud of.

What did you learn in the process, and what skills or qualities have you gained from these?

Tell us about a time when you have worked collaboratively with others, or as part of a team. (Max 150 words)

What did you enjoy about collaboration or teamwork, and why do you think this is important?

Can you think of any examples of when group conversations, different perspectives or sharing skills have helped you develop, and inspired new ideas?

Are there any people, places or stories from Croydon you are interested in or care about? What particular art forms, or subjects in culture and history do you want to research and learn more about? (Max 150 words)

If you engaged with any of the projects and events from Croydon's London Borough of Culture year, tell us about which ones you enjoyed and why.

Can you think of any museum exhibits, art galleries or performance events you have seen recently that were memorable? Is there a specific creative output, such as a musical genre, or a topic you learnt about at school that you are drawn to?



WHAT IS AN ARCHIVE?

Archives are collections of 'records' which communicate information. These records can come in many forms including letters, reports, registers, maps and newspapers - as well as photographs, films, digital files, sound recordings, artworks, pamphlets, flyers, posters and more.

Some archives are created by organisations, for example governments, universities, hospitals, businesses or charitable organisations. Others might be private collections and personal archives - ranging from those relating to a well-known person, to a collection of family memorabilia.

Archive collections might focus on a local area, or specialise in a particular theme or community. This could be anything from railways or theatre; to activism, Black history or youth culture.

Records in an archive are primary sources, and people use them for research. A primary source comes directly from the time period you are studying, so archives provide important first-hand evidence relating to history.

WHAT IS AN ARCHIVIST?

Many of these records are unique, old and fragile - so it is important they are taken care of properly by archivists, so they can continue to be accessed in the future. It is also important that archivists collect records for their archives in the present, so that generations to come can study and learn about our time.

Because of historic inequalities, some stories and communities have not been given the attention they deserve and are missing from archives. So, archivists also have a responsibility to collect, preserve and celebrate histories which have been underrepresented – and to learn from individuals and organisations who have been involved in doing this work.

It is essential that these stories are recorded through the voices of the communities that they represent. The archives and heritage sector must work together to platform marginalised identities, and confront barriers which prevent these people from accessing archive services and careers.

ABOUT THE PROJECT

Young Archivists is made possible with The [National Lottery Heritage Fund](#), with thanks to National Lottery players. The roles are part of the 'Digitally Transforming Croydon Archives/London Borough of Culture Legacy' project.

[Read more about the project here!](#)



CROYDON ARCHIVES

The London Borough of Croydon Archives contain over 1000 archive collections relating to the London Borough of Croydon, its predecessor bodies and the diverse community it now serves. It also holds a wide range of local history material including books, photographs, maps, newspapers and other items that illustrate and reflect the wide and varied history of Croydon, invaluable resources for the study of the past, present and future of Croydon.

Croydon's archives date from our earliest deed in 1466 right through to the present day. Highlights of the collection include school admission and log books for over 150 schools, and the archive of Samuel Coleridge-Taylor - a composer and conductor who lived in Croydon, and the first black person to be the recipient of a Blue Plaque.

Following Croydon's year as London Borough of Culture, a large influx of digital material from the wide range of creative activities will be recorded in our collections. Croydon Archives will be responsible for capturing this important year and its cultural significance for future generations.

[Click here to read about our collections!](#)

THIS IS CROYDON, LONDON BOROUGH OF CULTURE

'This is Croydon' is a big, bold, celebration of the communities of Croydon through a year-long programme of culture from April 2023 - March 2024.

The programme showcases Croydon's extraordinary communities, featuring world-leading artists through to Croydon's young emerging talent across music, dance, spoken word, theatre, street art, exhibitions, fashion shows, interactive installations, workshops, debates, food festivals and carnivals.

Created, directed and presented by local people, this grassroots programme explored the borough's unique identity, communities and heritage, culture and creativity.

[Click here to take a look at some of the events from the Borough of Culture programme!](#)

MUSEUM OF CROYDON

Croydon Archives works closely with the Museum of Croydon to recognise its communities, cultures and citizens as experts in their own histories.

Our mission is to provide a radical space to celebrate our diversity and to explore how Croydon unites us. Our collections and spaces will represent every aspect of Croydon; as a place, a culture and an identity in its own right. We challenge perceptions through empowering communities to answer that all-important question 'What's Your Croydon?'

[Click here to read about some of our past exhibitions!](#)

