Erasmus Student Traineeship in Nuremberg / Germany

EMPLOYER INFORMATION	
Name of organisation	Stadtarchiv Nürnberg / Nuremberg City Archives
Address inc postcode	D-90402 Nürnberg, Marientorgraben 8
Telephone	+49 911 / 231 – 2770
Fax	+49 911 / 231 – 4091
E-Mail	stadtarchiv@stadt.nuernberg.de
Website	www.stadtarchiv.nuernberg.de
Number of employees	40
Short description of the company	The Nuremberg City Archives is the official archive for the city of Nuremberg, containing 1.000 years of history from medieval times to the present. It holds records to explore the history of the city, the region and of europe
CONTACT DETAILS	
Contact person for the Internhip	Dr. Walter Bauernfeind
Department and designation, job title	Head of department for official archivals, IT and professional education
Direct telephone number	+49 911 / 231 – 2773
APPLICATION PROCEDURE	
Deadline for applications	No deadline but at least 3 months before the sought beginning of the internship
Application process	Applications should include a CV and a letter of motivation (in German); A letter of recommendation by a lecturer, former certificates etc. are useful; Please send all of this as e-mail attachment (pdf); Job interview on telephone or in Nuremberg
PLACEMENT INFORMATION	
Department, Function	Intern at the city archives. Undergraduated (MA) or postgraduated students with a good knowledge concerning historical works and sources from the middle ages to early modern history
Start Date	Any
Duration	3 months (MA-Level) to 6 months (PhD-Level)
Working hours per week	30
Description of activities, tasks	Archival description and transcription of text sources
Accommodation	Not included
Details of financial and "in kind" support to be provided	500 € per month
Other	Possibility to combine your archive works with your planned MA-Degree-/PhD-Thesis; Training of palaeography and language
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Fluent German (B2 or higher), bascic skills in German palaeography of the 14th to 19th century
Computer skills and level of skills required	Good computer skills. Basic skills in database programs
Other	Responsible, organized, social skills, capable of working in a team. The ability to pay close attention to detail and produce high–quality work is a must