



Job Description

Institute of Making Intern – Materials Library

Grade: 3
Hours of Work: Flexible (minimum 6 hours per month).

Fixed term from April 2024 – March 2025.

Department: Institute of Making

Location: Engineering Building, UCL

Reports to

Head of Materials Library / appropriate Institute of Making staff

Context

The Institute of Making is a creative home for everyone who would like to collaborate, innovate, contemplate and understand making – creating a space for truly imaginative and unexpected projects. The Institute of Making is physically based within the UCL Faculty of Engineering, but works across all disciplines and subject matters, and with every imaginable type of maker, including artists, engineers, chemists, linguists, technologists, archaeologists, designers, social scientists and architects.

The Institute of Making is a unique organisation that explores the wonder of materials and the made world through a wide range of activities. Our areas of work include: teaching a range of making processes in our workshop; producing popular hands-on event programmes for UCL staff, students and the public; maintaining a celebrated Materials Library, and leading ground-breaking academic research projects. Our interns are an important part of our community, and are a valued support in our tool training programme, our Materials Library work and our events.

These are casual roles with a 12-month term, from April to March of the following year.

Main purpose of the job

The Institute of Making Interns are an important part of our membership community, and help with our tool training programmes and Materials Library work. We have three types of internship available this year; Materials Library internships, Digital Tools internships and Analogue Tools internships.

We rely on all of our interns to:

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- To uphold the Institute of Making ethos
 - To be kind and helpful
 - To contribute to a safe and inclusive work environment
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As Materials Library Intern, you will also be trained in a specific area of work, which includes:

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- Assisting in the curation and care of the Materials Library collection (researching and acquiring materials, assisting in curation of displays, cleaning, labelling)
 - Basic collections management skills (database management, documentation and imaging)
 - Updating and improving the user interfaces associated with the collection (website, catalogue, zine).
 - Assisting with Materials Library clearing and cleaning two to three times a year
 - Helping to deliver occasional public engagement activities (once or twice a year)
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Materials Library Interns need to work at least one 6-hour shift per month, take part in at least one Materials Library clean and clear shift during the programme, and sign up to work on at least one large-scale public open day event. Interns also need to attend mandatory paid training days.

Attendance to the training dates is mandatory for all interns, however we can be flexible about shifts and will work with you to make sure that shifts do not interfere with your studies or work at UCL.

Besides providing a casual job which will be flexible and understanding about your other responsibilities at UCL, being an intern at the Institute of Making offers the opportunity to develop a range of making skills. We will also provide public engagement training, as well as inclusion and diversity training, and organise lunchtime socials to celebrate our intern community.

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Experience and availability		
Be a student or staff member at UCL from April 2024 until March 2025	Essential	Application
Able to commit to working a minimum of one 6-hour shift per month during term time, 1 Materials Library clear and clean shift (morning or afternoon) and 1 large-scale open day event	Essential	Interview
Able to commit to all of the following training dates: Wednesday 17 th April, Thursday 18th April	Essential	Interview
Skills and abilities		
Reliable and punctual	Essential	Application/Interview
Enthusiastic about making and materials	Essential	Application/Interview
Uphold the Institute of Making ethos	Essential	Application/Interview
Enjoy working with people	Essential	Application/Interview
Good communicator	Essential	Application/Interview
Ensure the Institute of Making is an inclusive, kind and safe space for all	Essential	Application/Interview
Ability to work as part of a team, as well as independently for short periods while recognising when advice or input needs to be sought, with a willingness and ability to build good relationships with the rest of the team.	Essential	Application/Interview
Willingness to learn new skills (e.g. assisting with documentation and photography of materials in the collection and engaging the general public with the collection) and commitment to our intern training requirements	Essential	Application/Interview
Willingness to work on administrative materials library tasks (e.g. updating the catalogue and website, emailing materials companies to request samples, cleaning and labelling the materials samples)	Essential	Application/Interview
Current member with completed Level 1 Induction (here's how to book a session https://members.instituteofmaking.org.uk/registration)	Desirable	Application/Interview
A basic level of photography experience	Desirable	Application/Interview
Experience in researching and writing blogs/articles	Desirable	Application/Interview
