Internship in Brussels – Art historian for the Royal Institute for Cultural Heritage

The Royal Institute for Cultural Heritage (KIK-IRPA) is a federal scientific institute responsible for the documentation, study and conservation-restoration of the cultural and artistic heritage of Belgium.

We are offering an internship position in our documentation department and currently looking for candidates with an art history degree. The intern will work for the picture library and will be responsible for cataloguing Belgian art heritage from the national collections of Germany.

You will have the opportunity to meet and interact with a scientific environment and documentary resources. We hope it will facilitate the learning of another language (English and/or French) and develop your skills and knowledge about photographic collections management.

Essential Functions
• Search bibliographic references to complete our documentation about Belgian and foreign artists
• Research appropriate websites and resources to identify our pictures: monuments, statues, paintings, churches,…
• Make contact with German cultural institutions to collect more information about works of art, such as reference number, measurements, etc
• Enter cataloguing data into the library’s automated system

Education
Master’s degree in Art History

Knowledge, Skills, and Abilities
• Organisational and self-management skills
• Methodical, meticulous and capable of describing images assets with keywords
• Good level of English and/or French (written en spoken)

We offer
We can offer a full-time internship position for 6 to 12 months starting anytime in 2017. Unfortunately, KIK-IRPA internships are not paid and all costs of travel and accommodation are the responsibility of the intern or the sponsoring institution.

To complement their practical training, interns attend a series of lectures and visits related to conservation practice, materials and techniques of works of art in Belgium. The lectures are given by members of staff in their particular fields of expertise as well as by outside speakers.

Work Schedule
This position’s workweek is 38 hours per week, 5 days a week, Monday through Friday. Schedule will be finalized at the start of the internship.

Application
Please submit your application to Ms. Joëlle Majois, picture library assistant: joelle.majois@kikirpa.be