**Project specific position at Archives Portal Europe – A COMPREHENSIVE OVERVIEW OF THE (MISSING) CONTENT IN ARCHIVES PORTAL EUROPE**

**Do you have a background in archives, cultural heritage, digital humanities, etc. and do you want to support APEF’s mission?**

This is a unique experience to work closely with archival institutions in your area as well as at an international level.

Archives Portal Europe is offering two project-specific positions to help implement the strategy of the portal in the years to come. This job description applies to the Project for a “Comprehensive overview of the (missing) content in Archives Portal Europe)

**What is Archives Portal Europe**

Archives Portal Europe is an online portal that offers comprehensive and open resources on archives about Europe, enabling new knowledge and new connections to be made. It is developed and maintained by the Archives Portal Europe Foundation (or APEF) and an active network of archivists, cultural heritage professionals, and digital curation experts. It is based in more than 30 countries, and dedicated to the online access of our archival heritage.

We work to promote the integration of the European archival heritage through digital technologies, collaboratively maintaining and developing international standards, and working together to ensure the digital future of our archival institutions. APEF promotes cooperation amongst institutions and individuals willing to contribute to the goals of Archives Portal Europe, functions as the 'missing link' amongst archives and archives' users, and acts as a knowledge centre for researchers and archives professionals in Europe and beyond. The Foundation is a legal entity under Dutch law since 1 October 2015.

**The position – An overview of the missing content in Archives Portal Europe**

We are looking for someone interested in carrying out a specific project to implement the current APE strategy.

**2. A comprehensive overview of the (missing) content of the APE portal**

You will be responsible for gathering information (such as names, types, and - if available - contact details of contributing institutions) from national aggregator websites, regional or thematic aggregators in the various countries, national archives associations, etc., with input from our Country Managers network, and support from the APEF staff.

* The expected output is a list of sources consulted, a list of institutions with archival holdings identified via these resources (including websites, if applicable, to contact these institutions) and a comparison of that list with the institutions registered on Archives Portal Europe to highlight potential gaps.
* We estimate this work being a full-time equivalent of 6 to 8 weeks, which can be done over a period of 3 to 4 calendar months in total - or around 10-15 hours per week. The timetable can be flexible and is subject to agreement with the APEF staff upon assignment.

The position is paid with a total lump sum of €4,000. It will be your responsibility to take care of any relevant taxation according to your legal status and national context.

You will report to the APE manager and staff.

**Who are we looking for?**

The scheme is particularly suitable for students or young professionals who are looking to extend their professional network and professional experiences, but the position is open to anyone with a proactive, independent mindset who is an enthusiast about (digital) archives and cultural heritage in general.

We are looking for someone who:

* Can work independently and has excellent time management skills
* Has at least operative level knowledge of English (B2 or above) and ideally knowledge of (an)other European language(s)
* Has good communication skills
* Is comfortable with internet searches and with using Google Translate and other automated translation tools, Chat GPT, and so on (as it will be an online-based research)
* Has research experience (desirable)
* Has reports-writing experience (desirable)
* Has a strong interest in the archival sector (desirable)
* Has experience in project work in the cultural sector (desirable).

**How to apply**

Please apply with a CV (2 pages max) and Cover Letter (2 page max), where you state why you are interested in the position, and how you would tackle the project that you would be called to complete. Please send CV and Cover Letter to [info@archivesportaleurope.net](mailto:info@archivesportaleurope.net), using the email title “APEF MISSING CONTENT PROJECT 2025 APPLICATION - *YOUR NAME*”. The deadline for the application is **the 27th April 2025.**