

Young Producer: Project Engagement Assistant

From March 2024 - May 2025, a group of 14-18 year old 'Young Archivists' are joining us in Croydon Archives - participating in creative exploration of the heritage sector, and reinterpreting diverse histories of Croydon through their perspectives. The 'Young Archivists' will work together on developing engaging ways to present a variety of our archives and local history collections - as well as the new digital archive material generated through Croydon's year as London Borough of Culture, ensuring the community's voice is captured for future generations.

Croydon Archives is looking for a young person aged 16-25 - currently living, working or educated in Croydon - to support this project by collaborating with the Young Archivists and our team.

The deadline for applications is Wednesday 19th June.

The Project Engagement Assistant role will involve:

- Working with the Project Engagement Officer to support the delivery of Young Archivists, a creative engagement project for 14-18 year olds.
- Supporting the Project Engagement Officer and Young Archivists to curate an exhibition in the Museum of Croydon.
- Shadowing the Borough Archivist, Collections Access Officer and Digital Archivist to learn about their roles.
- Independently developing your own creative research project on a subject matter of your choice, related to archives or local history.
- Publicising your project through social media, website content and a printed resource.
- The option to deliver a workshop for young people related to your project, supported by the Project Engagement Officer.
- Sharing your ideas for how we can improve the accessibility and inclusion of our services.

We want to explore how archives can better represent the experiences of young people, and foreground their voices. Your ideas will be essential to reinterpreting and highlighting archive material relating to the past, present and future of Croydon – leaving a permanent legacy in Croydon Archives, celebrating Croydon's culture and community.

You will be paid £100 per day, for a total of 20 days work.

On completion of your placement, you will receive a Digital Badge with evidence of your learning through the programme. Digital Badges recognise learning, achievement, and accomplishment outside of formal accredited education, and can be part of your CV.



WHO ARE WE LOOKING FOR

This role is part of Croydon Music and Arts' 'Young Producers', an Arts Council funded programme launched during Croydon's London Borough of Culture year. Croydon Music and Arts will provide an induction session for the candidate who is offered the position.

The Young Producers programme is funded for 16 to 25 year olds that live, work or are educated in Croydon. Anybody outside of this criteria will not be eligible for this role.

You do not need any prior experience in archives for this role - we are looking for people who are passionate, inspired, creative and enthusiastic to learn new things! Croydon Archives will provide 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!

Person Specification

The successful candidate will be:

- **Organised and proactive**, with the ability to meet deadlines.
- **Motivated** to work both independently and within a team.
- **Creative** and interested in culture. This could include visual arts, music, theatre, dance, film, poetry, fashion, design, architecture and more!
- **Curious** about archives, museums and the heritage sector - especially empowering underrepresented histories or exploring Croydon's local history.
- **Enthusiastic about working with young people** to make their voices heard.
- **Passionate about inclusion**. This includes communicating with diverse audiences, engaging Croydon's community and sharing the issues you care about.

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 - empowering the voices and perspectives of young people from backgrounds currently underrepresented in the heritage sector.

For these reasons, we will be prioritising applications by individuals from Global Majority*, LGBTQ+ and Deaf/disabled communities. Please specify in your application if you identify with any of this criteria.

**Global Majority refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and/or have been referred to as 'ethnic minorities'.*



HOW TO APPLY

Apply for the Young Producer: Project Engagement Assistant role via the online application form on Croydon Music and Arts' website.

<https://forms.office.com/e/zDtvA3465t>

First complete the 'Personal Details' section.

In the 'Education Details and Personal Statement' section, please specify that you are applying for this role with Croydon Archives. After providing details of your education to date and any qualifications you have achieved, use the 'Personal Statement' to share what skills, experience and interests you will bring to this role.

Refer to the 'Person Specification' on the previous page, and tell us how you match these qualities. You may also want to tell us about your relationship to Croydon, any aspects of your identity or lived-experiences which connect with this project, or any barriers you feel you are facing in your career journey which we can help you overcome.

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.

See the following pages for more information about Croydon Archives and this project!

The deadline to apply is Wednesday 19th June

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

You can read more about Young Producers on the [Croydon Music and Arts website](#), where they also have helpful videos for young people about different roles in the creative industries. Contact musicandarts.education@croydon.gov.uk if you have any questions about Young Producers.

A shortlist of candidates will be invited to a relaxed and informal interview as part of the selection process.

We look forward to reading your application!



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

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

[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!](#)

