



Undertaking a Placement with the York Archaeological Trust

How do I know if I want to undertake a placement or join the Trust as a volunteer?

Joining as an Attractions placement:

We have a selection of placement opportunities based at our attractions. These are offered for application and involvement at set periods during the year.

Placement opportunities suit anyone needing to undertake a block period of involvement to achieve their work experience or study aims. Our placements are usually for two – three weeks for approximately five days a week. However, some placements based in our attractions can sometimes be lengthened to meet specific course or experience needs.

How old do I need to be to join as a placement.

Our placement roles are open to anyone aged 18 or over.

If you are under 18 please speak to your local college or school about the NYBEP placements as we offer our opportunities to school/college aged placements via this scheme.

What skills/experience do I need to undertake a placement at the York Archaeological Trust?

For many of our placement opportunities you do not need specific experience. Anything you need to know will be passed onto you as part of your training.

The main things you will need are:

- An interest in and appreciation of the Trust and its attractions
- An interest in heritage and working in a heritage environment
- An enthusiasm for your chosen placement role

- To be happy and confident initiating interaction with people if in a visitor facing role.

In return we can help you:

- Gain valuable CV experience and new skills
- Gain experience in a heritage/tourism related field
- Be a part of the York Archaeological Trust.
- Gain department specific experience for placements, such as those based in the Curatorial department.
- An opportunity to experience heritage and tourism related jobs.

What roles are on offer?

Have a look on our website www.thejorvikgroup.com. There are 'Get Involved' & 'Placements' pages both with information about the placement roles on offer.

Getting involved in archaeology.

York Archaeological Trust also has some opportunities to assist in archaeology. Please visit our Trust website at www.yorkarchaeology.co.uk and visit the 'Get Involved' page.

I think some of the placement opportunities may be of interest but where can I get more in depth information?

If you are interested in a placement but would like to know a little more about what it will involve please visit our website at www.thejorvikgroup.com and look at the 'Placements' page for full details and role descriptions for each placement. This site also links to our individual attractions' page for details on the attractions where the placements are hosted.

How much time do I need to undertake a placement.

The amount of time varies for each placement. Most placements are available for two- three weeks and are usually 5 days a week' spread over a Monday – Sunday.

What happens if I would like to undertake a placement?

Wait for an application period and then apply for the placement(s) you are interested in by sending us a completed application form. We ask you to send your forms to volunteer@yorkat.co.uk . Application forms are available to access on the 'Placements' page during our application periods.

After the application period closes we will contact all applicants and arrange interviews for anyone we feel we may have a potential place for. Please note that in years with a high number of applications we regret that we may not be able to interview all applicants. Places will be allocated after these interview dates. We may ask anyone we can offer a place to attend the Welcome Day or further training days listed in the role description. This is to offer you full training in your placement.

What happens if I have missed the application period

We regret that, due to high demand, we are unable to accept applications outside of the application periods for each year.

Should we have any additional spaces become available they will be advertised on the 'Get Involved' and 'Placement' pages of our website

Applications usually open around December for placements taking place the following January – April and from May – July for placements taking place July – October.

What happens when I send an application form back in?

After the application period closes we will contact all applicants to let them know if we can proceed with their application. If we can we will send off for your references and invite you in for a meeting to discuss the placement on offer. If you are overseas or a long distance away a telephone/Skype interview may be able to be arranged.

Once we have both your references back and have met with all the applicants we can offer final confirmation on whether we have a suitable placement to offer you and will invite you to any training dates. .

Please note we cannot confirm a placement until we have a completed registration form, have received two written references for you and have met with you. This can take a little time to process so we do advise you to ensure your referees are expecting us to contact them.

Contacting us.

Please send an email to volunteer@yorkat.co.uk.