

MANIFESTA

IFM Archives Internship (f/m/d)

(Part-time or Full-time)

What is Manifesta?

Manifesta, the Nomadic European biennial, is one of the most significant contemporary art events worldwide. Since 1996, Manifesta has taken place every two years in a different European city, fostering dialogue between contemporary art, social change, and the specific context of its host region.

Job Description

The Archives Intern will support the Director with a particular focus on maintaining and developing the institutional memory of the International Foundation Manifesta and all its 16 editions. This role involves ensuring that books, catalogues, publications and archival materials are properly inventoried, organised and maintained.

The position is based in our Amsterdam office, with potential working days at external archive facilities as required.

The ideal availability for this internship is from July to September, although we remain flexible depending on the candidate's schedule.

This role requires strong organisational skills, attention to detail and a structured working approach.

Main Tasks and Responsibilities

- Catalogue and inventory Manifesta's books, catalogues and publications
- Support the Director in documentation and archiving processes
- Assist with the organisation and maintenance of physical and digital archives
- Help coordinate materials between the office and external archive facilities

Candidate Profile

- Currently enrolled in a relevant field (e.g. Information Studies, Archival Science, Arts, Cultural Studies, Museum Studies, or similar)
- Fluent in English (written and spoken)
- Highly organised, detail-oriented, and reliable
- Proficient in Microsoft Office (particularly Excel)
- Interest in contemporary art and cultural environments

How to Apply

Please send your application by email with the subject line "IFM Archiving Internship" to IFMjobs@manifesta.org by the 24th of May 2026.

