

The Wiener Holocaust Library

The Wiener Holocaust Library is the UK's leading archive and library dedicated to the study of the Holocaust, Nazi persecution, and related themes of genocide, antisemitism and refugee history. Founded in 1933 by Dr Alfred Wiener, the Library has built one of the world's most significant collections of original documents, photographs, testimonies, books and ephemera relating to the Holocaust and the Second World War. Its mission is to preserve historical evidence, support academic research, and promote public understanding through exhibitions, education programmes, publications and outreach.

The Wiener Holocaust Library provides access to its collections for researchers, students, families tracing histories, authors, educators and members of the public. It also delivers public events, talks, exhibitions and digital resources to broaden awareness of Holocaust history and contemporary issues relating to racism, prejudice and persecution.

Volunteer Tasks

A volunteer at the Wiener Holocaust Library may support a range of activities, including:

Collections and Research Support

- Assisting with cataloguing and organising archival materials
- Helping prepare documents for digitisation projects
- Supporting staff with basic research enquiries
- Labelling, filing and updating collection records

Education and Public Programmes

- Assisting with preparation for talks, workshops and exhibitions
- Helping set up events and welcoming attendees
- Preparing educational materials or information packs
- Supporting outreach initiatives linked to the Library's public and schools' programmes

Digital and Communications

- Contributing to website or social media content highlighting collections or events
- Assisting with image or document metadata for digital platforms
- Proofreading text for newsletters or educational resources

Administrative Support

- General office tasks such as data entry, photocopying and materials preparation
- Maintaining event or researcher databases
- Preparing information for visitors and researchers

The role is focused on organisational, educational and research-related support.

Volunteer Support and Training

Volunteers will be supported to ensure they can undertake their tasks confidently, including:

- An induction to the Library, its mission, collections and policies
- Training in handling archival materials and following preservation guidelines
- Regular supervision or check-ins with a designated member of staff
- Opportunities to learn about Holocaust history through talks, exhibitions and resources
- Reimbursement of agreed travel expenses (subject to the Library's policy)

What is Expected from a Volunteer

- Interest in 20th-century history, especially the Holocaust, Nazism and the Second World War
- Respectful, sensitive and professional attitude towards historical material and visitors
- Strong organisational skills and attention to detail
- Good written and verbal communication skills in English
- Ability to work independently and as part of a team
- Reliability, confidentiality and adherence to Library guidelines
- Smart, appropriate dress for an office and public-facing environment