

## Opportunities to volunteer with The Tudor Tailor

The Tudor Tailor offers opportunities for work experience and internships to students of all ages who are working towards a variety of qualifications. Ninya and Jane welcome volunteers who are enthusiastic, hard-working and flexible.

The Tudor Tailor is currently researching and publishing new research into costume history, promoting and selling previous publications through presentations, online and at trade fairs, and developing and selling patterns and other products to help with the reconstruction of 16th century dress. Work experience with The Tudor Tailor is also invaluable in understanding the



Tammie Raven (right), who was an intern with The Tudor Tailor in 2008, at the Museum of London examining Tudor caps with Kirstie Buckland .

work of costumed interpreters in museums and historic sites. Work experience with the team offers the chance to be involved with the work that goes on behind the scenes including:

- the extensive research needed for the books and designs
- the pattern cutting and construction of garments
- the commercial/business aspects of the business

The Tudor Tailor team does not have a typical, regular routine. A week can include a huge range of tasks - from cutting-edge research into costume construction to updating the customer database. The Tudor Tailor team spends time:

- at the office - reviewing and filing research materials
- in the store - organising and recording sales
- in the studio - developing and testing new products and services
- in the costume store - maintaining and making over garments for use in photoshoots and presentations, and
- at the British Library in London, and The National Archives in Kew among other research locations

Volunteers have spent time with The Tudor Tailor when taking a summer break or a gap year:

- before going to university
- as recent graduates preparing to enter the jobs market
- as students who are between undergraduate and masters programmes, and
- on retirement

Projects can include:

- a specific historical research project
- a costume construction project
- an organisational or business development project
- a marketing plan, or
- several of the above

Successful applicants will have the following skills and attributes:

- A positive attitude
- Plenty of energy
- Excellent IT competence
- Good organisational ability
- Ability to take accurate notes
- Familiarity with digital photography
- Confident use of the telephone, and
- Current driving license

The Tudor Tailor offers a range of opportunities including experience of marketing products and services, specific research projects (library study and fieldwork), pattern and product testing, online shop sales and organisation, and database management. General and office administration tasks are also required.

- Work experience is offered for a minimum of six weeks (usually full-time Monday to Friday with some weekend work required)
- Internships are available for a three months to a year (usually part-time Monday to Friday with some weekend work required)



After months of carrying costumes from the old store to the new store, Tammie Raven (left) actually wore an Elizabethan gown, which needed a bit of adjustment by Jane (right).

Both positions are currently based at Godalming (near Guildford) in Surrey. No accommodation is provided but reasonable local expenses for travel to and from the Tudor Tailor's office on workdays are reimbursed. The Guildford area offers many opportunities for part-time paid work. There is student accommodation available at a number of colleges nearby during holiday periods, including the University of Surrey. Guildford also has a YMCA. There is a great deal of private rental accommodation in the area including house shares and family stays.

To apply, please send the following by email to [jane@tudortailor.com](mailto:jane@tudortailor.com):

- A full academic and employment CV with recent photograph
- Names and contact details for two referees (from previous employer/s and tutor/s)
- Current personal contact details

- 350 words explaining what you hope to gain by volunteering with The Tudor Tailor
- Preferred dates and duration of work experience/internship

Please note that all volunteers must be over 18 years of age.

The Tudor Tailor is a dog and cat friendly employer – volunteers will share office space with several four-footed friends.

Previously at The Tudor Tailor -

### **Work experience, summer 2009**

*"I strongly recommend working with The Tudor Tailors on either a specific project or, like me, helping with the jobs arising at the time. During the weeks I spent with The Tudor Tailor in July 2009 I was involved in a range of projects. I re-organised the postal arrangements, completed an inventory of the stock and helped with a variety of minor day-to-day tasks. I also learnt and practiced scaling up and cutting out patterns for a shirt, smock and hose. In the time available I was able to follow on from this by making up the shirt and smock by hand. The latter was particularly interesting as it made me more aware of the time and effort which is involved in creating the costumes and gave me a better understanding of the issues surrounding the reconstruction of historical garments such as the use of modern materials/equipment" - Meridith Towne (Archaeology graduate, University of Durham, now working as a costumed interpreter at Jorvik Viking Centre)*

### **Internship, summer 2008**

*"I started on two days a week, but soon was there every day and even spent the odd day at the weekend there too. As a humanities graduate, I have done my fair share of internships, but my time with The Tudor Tailor was by far the most rewarding. The actual work that I did wasn't wholly planned or structured. Some days I had no idea what I'd be doing and then would promptly come home with a new project. The task I am most proud of that I undertook was the relocation and reorganisation of The Tudor Tailor's vast costume collection. Now, of course, I look back and think that I could do it so much more efficiently, but it was a great exercise in organisation and project management for me. Seemingly less important was the fact that this task required me to learn to drive a white van, something that I'm sure will serve as the foundations of a valuable life skill! The actual skills that I picked up seem trivial compared to the two most important things that I gained from this internship. The first being the way in which I felt about myself. Jane gave me real responsibility and support which made me feel valuable and capable. I left feeling confident to go forward in employment. The other key thing that I left The Tudor Tailor with was someone who I hope to be a life-long friend. I had so much fun and left with so many good memories which I look back on fondly now" - Tammie Raven (Classics graduate, University of Warwick, now studying for a masters in Fashion Curation at London College of Fashion)*

### **A few useful details -**

Accommodation:

Depending on the length and timing of your visit there are a number of options.

- During the university holidays the student accommodation for the University of Surrey in Guildford is available to rent. This is particularly useful if staying for an extended period over the summer but comes at a price.
- It is worth looking at [www.gumtree.com](http://www.gumtree.com) where people advertise spare rooms, house sitting or for lodgers, especially spare rooms in student houses which are empty during the summer months.
- Holiday lets/accommodation are relatively expensive (particularly in the summer) but last minute deals can be found. For a short visit/interview [www.laterooms.com](http://www.laterooms.com) is very useful for last-minute cheap accommodation. There is a Premier Inn (The Manor) down the road and a B&B around the corner for shorter trips.

#### Travel:

The bus service 70 runs from Guildford to Midhurst with a bus stop close to The Tudor Tailor near the Citroen garage. The 92 service also runs past this stop from Guildford-Aarons Hill Estate and the 71 service runs from Guildford to Haselmere. If using the services regularly it is worth getting a weekly/monthly pass which can be used on all buses and saves money.

The nearest train station is at Farnham which is approx 20 mins walk from The Tudor Tailor.