

JOB DESCRIPTION

Job Title:	Archives & Library Assistant (Graduate Trainee)
Location:	The Paul Mellon Centre for Studies in British Art, 16 Bedford Square, London, WC1B 3JA
Department/Activity:	Archives & Library

Physical Location of the Job

Primarily, the Paul Mellon Centre for Studies in British Art (PMC), 16 Bedford Square, London, WC1B 3JA, but may also include working off-site at alternative locations used to store Archives & Library material. The postholder will also be required to travel primarily in relation to the appraisal, acquisition and disposal of Archives & Library material, but also with regard to collaborative research projects, outreach activities and training/professional development events.

Managed jointly by

The Archivist, Records & Data Protection Manager, and the Librarian.

Main Purpose of the Job

The Archives & Library Assistant is a twelve-month graduate trainee post. The postholder will support professional staff in the Archives & Library area with all aspects of the management, development and promotion of the Centre's Archives & Library collections to ensure the Centre fulfils its remit as an outstanding resource for the study of British art and architecture.

The role is suitable for a graduate interested in pursuing a career within the archives, library and information management sector. It will involve on-the-job training across a range of basic professional skills. It will also involve, as appropriate: visits to relevant institutions; attending training courses organised by external providers; and networking within the sector. Professional training will be given by qualified and experienced Archives & Library staff. The postholder will also work closely with one other Archives & Library assistant (graduate trainee).

Main Responsibilities/Duties

The role sits in the Archives & Library of the PMC with a particular focus on the Archives & Library public service. The postholder will help ensure that the public service is well run and effective, the collections are well maintained and organised, and accessible to external researchers, staff and Yale in London students.

The postholder will be primarily based in the Public Study Room and, alongside one other Archives & Library assistant (graduate trainee) and with support from professional Archives & Library staff, will provide the main point of contact with in-person researchers.

It is envisaged that the two Archives & Library assistant (graduate trainee) posts will operate on a rolling basis with recruitment staggered at six-month intervals. A key part of the role will involve being trained by the incumbent postholder and training the incoming postholder in the day-to-day practical aspects of the role.

The Archives & Library assistant will become familiar with the everyday routine tasks and responsibilities involved with working in an archive and library.

These will include a range of activities which include, but are not limited to, the following:

Delivering front-of-house services in the Archives & Library's Public Study Room including:

- reader registration and inductions
- assisting and supervision of readers
- taking bookings and answering routine enquiries
- retrieval of items from Archives & Library stores and delivery to readers in the Public Study Room
- shelving new books and refiling material returned by readers and staff (sometimes using "kicksteps" and library steps)
- running the remote copying service
- keeping information about the public service accurate and up to date
- ensuring the Public Study Room is tidy and well managed
- keeping statistics of collections usage and enquiries
- assisting with group inductions, tours, teaching sessions and other relevant outreach activities

Background tasks including:

- stock reorganisation, stocktaking and general stores maintenance tasks
- boxing, labelling and processing of material
- setting up displays for group visits and events
- moving material on and off shelves, lifting and carrying boxes, packing and unpacking of material
- observing the relevant care and conservation principles that underlie all work in the Archives & Library area, e.g. ensuring readers use pencils in the Public Study Room, informing staff of items in need of conservation

Library tasks include:

- cataloguing relevant journal articles selected by the Librarian
- logging and processing all stock including accessioning, spine-labelling and circulating journals and auction catalogues
- ensuring the efficient circulation of library stock including loans, overdue books and new books display

Archive tasks include:

- creating basic box lists of newly acquired material

- undertaking basic cataloguing under the supervision of appropriate professional staff
- correcting and improving existing finding aids
- assisting with the review and transfer of records to the institutional archive
- assisting with the management and review of born-digital records
- labelling, reboxing and repacking collections where necessary
- assisting with the stock checking and reordering of archival supplies

Please note that full training will be given to carry out all the tasks and responsibilities outlined above.

It is not possible to cover all potential responsibilities in the job description and it is therefore expected that the postholder will cover tasks that are within their capabilities which are not specifically covered by their job description, therefore flexibility is required.