

The Wiener Holocaust Library

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Digital Transformation Project Assistant

Full-time, fixed-term contract (16 months) based in Central London, WC1

Salary: £22,500

Start date: August 2022, or as soon as possible thereafter

Responsible to: Digital Asset Manager

Deadline for Applications: 31 July 2022 (23:59)

The Wiener Library is the world's oldest Holocaust archive and the home of Britain's largest collection of published and unpublished works, documents and photographs relating to the Nazi era.

JOB DESCRIPTION

In autumn 2021, The Wiener Holocaust Library embarked on an ambitious five-year digital transformation project to revolutionise access to The Wiener Holocaust Library's archive.

Our Digital Transformation Project will create a much-improved digital infrastructure for the Library. The project involves the creation of a discovery system, the scaling up of our digitisation programme, the enhancement of our catalogue records and the preservation of our most fragile collections. The Digital Transformation Project Assistant will play a key part in preparing the Library for the future.

We are therefore seeking an enthusiastic individual to assist in the digitisation of our globally significant collections and reader services. For this entry-level role, the successful applicant will be expected to show a genuine enthusiasm and commitment to a professional career in librarianship, digital humanities, or archive management. Excellent IT, communication and organizational skills are essential, as are creativity, enthusiasm and self-motivation. A good understanding of the subject matter of the Library and its mission are desirable.

As we are a small organisation, we are looking for someone who is a good team player and willing to be involved in a variety of projects as necessary.

MAIN DUTIES AND RESPONSIBILITIES

- Manage the output from ad hoc and project-based digitisation
- Support quality assurance of the Library's digitisation and digital assets
- Assist with the creation of digital copies, and with improvements to metadata for the Library's already digitised collections

- Support the Digital Asset Manager in ensuring the best possible preservation of all digital assets to protect the Library's content for the long term
- Complete digitisation to fulfil the Library's document delivery service to readers
- Liaise with the Research & Engagement Team regarding the contribution of collections in exhibitions, social media platforms, and other outreach efforts
- Collect statistics as required and provide regular progress reports
- Carry out regular shifts at the Reading Room Enquiry Desk
- Any ad hoc tasks as required

Person Specification

Essential

- Enthusiasm and commitment to a professional career in librarianship, digital humanities, or archive management
- Ability to manage time and workload effectively
- Excellent communication skills, both written and verbal, attention to detail
- Excellent administrative, organisational and planning skills
- Ability to work unsupervised and under pressure
- Excellent administrative, organisational and planning skills
- Proficiency in MS Office packages

Desirable

- Experience of working with archive collections, and in particular their digitisation
- Educated to degree level in library/archive studies, another relevant degree or equivalent experience
- A good understanding of the subject matter of the Library and its mission
 - Experience with library and/or archival management systems
 - Additional language skills of European languages, or Hebrew

Applicants must be able to demonstrate their legal right to work in the UK. Please note that The Wiener Holocaust Library cannot apply for a Certificate of Sponsorship for this post under Tier 2 of the UK Border Agency's Points Based System

You may be asked to carry out other duties as may arise from time to time including evening work. You will be required to act in accordance with the provisions of the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of any person who may be affected by your acts or omissions at work.

HOW TO APPLY

Please send your CV and a cover letter outlining your relevant experience to: Olivia Oakley, Office Coordinator, ooakley@wienerholocaustlibrary.org

Applications without a cover letter will not be considered.

For an informal talk about this position, please contact Leah Sidebotham, on 0207 467 9670 or lsidebotham@wienerholocaustlibrary.org.