

The Wiener Holocaust Library

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Project Cataloguer

Full-time, fixed-term contract (24 months) based in Central London, WC1

Salary: £30,000

Start date: May 2024, or as soon as possible thereafter

Responsible to: Printed & AV Collections Manager

Deadline for Applications: 14 April 2024 (23:59)

Interviews: 22 April 2024

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Wiener Library is the world's oldest Holocaust archive and the home of Britain's largest collection of published and unpublished works, documents and photographs relating to the Nazi era.

The Library has been collecting material related to the Holocaust and other genocides since 1933. Our holdings contain approximately 70,000 books and pamphlets, 2,000 physical document collections, 45,000 photographs and 3,000 periodical titles (including 110 current subscriptions), 1 million press cuttings, as well as posters, objects, artworks, digital collections, and audiovisual materials.

In autumn 2021, the Library embarked on an ambitious five-year Digital Transformation Project (DTP) to revolutionise access to its unique collections. This involves creating a digital repository, scaling up our digitisation programme, cataloguing more of our collections and preserving our most fragile items.

JOB DESCRIPTION

We are seeking a qualified librarian, information professional or experienced cataloguer to work as a Project Cataloguer supporting the DTP and other projects. Candidates should have demonstrable experience of cataloguing printed materials (e.g. books, periodicals, pamphlets) and/or AV materials (e.g. oral histories). They must be well-organised, driven to achieve high standards and show considerable initiative.

The successful candidate will work with a wide variety of our unique materials including pamphlets, periodicals, objects, posters and AV material. This material encompasses evidence of political antisemitism and fascism across Europe, Britain and elsewhere, rare newspapers and reports written by Displaced Persons and Holocaust survivors after liberation, and one of the largest collections of Nazi propaganda held outside Germany.

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

- Work with the Printed & Audiovisual Collections Manager to catalogue the Library's printed collections, including pamphlets and periodicals, in accordance with RDA and all other relevant standards and practices.
- Catalogue the Library's collection of objects in accordance with all relevant standards and practices.
- Work with the Printed & Audiovisual Collections Manager and Digital Asset Manager to assess, organise, weed, prepare for digitisation and catalogue the AV collections, in accordance with RDA and all other relevant standards and practices.
- Supervise volunteers.
- Support the Head of Collections in a range of preservation activities, including re-housing and re-boxing, and managing the outsourced conservation treatment of individual items.
- Support the Reader Services Librarian and Head of Collections with managing the periodicals collection.
- Assist the Digital Asset Manager with identifying suitable digitisation companies.
- Liaise with the Research & Engagement Team on using collections in exhibitions, on social media platforms and for other outreach efforts.
- Collect statistics as required, provide regular progress reports and contribute to project progress meetings.
- Support Reader Services by invigilating the Reading Room, retrieving collection items as needed, and responding to reader enquiries.

PERSON SPECIFICATION

Essential

- Undergraduate or postgraduate degree in librarianship, information or archival studies, or equivalent cataloguing experience in a library or archive.
- Demonstrable experience of implementing and operating within national and international library standards and guidelines e.g. RDA, AACR2.
- Experience in cataloguing special collection materials and/or library printed collections.
- Ability to liaise with external suppliers.
- Ability to manage time and workload effectively.
- Excellent written and verbal communication skills, as well as good attention to detail.
- Ability to work unsupervised and under pressure.
- Excellent administrative, organisational and planning skills.
- Proficiency in MS Office packages.

Desirable

- Subject knowledge of the Holocaust and Nazi era or 20th-century European history.
- Reading knowledge of a European language, ideally German, or Hebrew.
- Experience of cataloguing AV materials, e.g. oral histories.
- Experience with Library Management Systems.
- Experience of supporting reader services.
- Experience of cataloguing objects.

- Experience of digitising audiovisual materials.
- Experience of working with volunteers.
- Experience of working in a small team.

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 Martina Ravagnan, on mravagnan@wienerholocaustlibrary.org.