

Sotheby's INSTITUTE OF ART

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| Job title: | Library Assistant |
| Department name: | Library |
| Location: | Sotheby's Institute of Art - London |
| Reports to: | Librarian |
| Hours: | Full-time 35 hours per week Tuesday to Saturday during term-time Monday to Friday outside term-time. Two scheduled evenings per week |
| Salary: | £24,000-£25,000 per annum |

The library at Sotheby's Institute of Art is looking for a responsible and enthusiastic Library Assistant to join the team.

Sotheby's Institute of Art is among the world's leading institutions offering MA and Semester programmes, online and also summer courses in contemporary art, art business, East Asian art, art logistics, as well as fine and decorative art and contemporary design.

This is a small specialist library supporting teaching and learning at the Institute. It contains over 22,000 books, exhibition catalogues and pamphlets on art, 60 current periodical titles, Sotheby's and Christie's auction catalogues, Sotheby's MA dissertations as well as access to a range of specialist e-resources such as auction sales databases, image databases, e-journals, e-books, bibliographic and full text databases.

The role will be required to work variable work hours according to the academic year: this includes Saturday afternoon working hours as well as two evenings during the week, until 7pm during term time.

Purpose of the job:

To work as part of the library team assisting with the provision of a full range of library services and resources for staff and students in order to support teaching and learning at Sotheby's Institute of Art.

The Library Assistant provides user support to students and staff at the Institute and the role requires a high level of customer service. Together with the library team, the Library Assistant supports the day-to-day operation of the library. This includes circulating resources, support maintenance of print and online collections, and also sharing responsibility for fostering a creative, collaborative and team-orientated work environment.

Essential duties and responsibilities:

User support

Shares responsibility for delivering user education programme during the academic year:

- Responding to enquiries in person as well as by email (using LibAnswers) and telephone
- Supporting user support section on library website, providing accessible user guides and information
- Delivering library tours for groups of new students
- Regular issue desk and enquiry desk work
- Providing support on using photocopiers and scanners

Electronic resources

- Assisting with development and maintenance of the library website using LibGuides
- Using student portal, Canvas, to deliver library resources to students: maintaining reading lists, scanning content under the library's CLA license
- Assisting with maintenance and continued development of the library's digital collections
- Working closely with academic staff, administrative staff and students to ensure the continuing relevance of materials and services provided
- Support of the library's discovery tool, Summon
- Maintenance of the library management system, Liberty

Physical resources

- Cataloguing and classification of books, journals, DVDs, dissertations and sales catalogues
- Ordering of book stock through Dawson
- Assisting with day-to-day housekeeping: shelving, processing and weeding

Knowledge and abilities:

- Working knowledge of using automated library systems, library applications and other information technologies
- Awareness of copyright, intellectual property rights and licensing issues
- Excellent communication and interpersonal skills required for working in a small team and for working within the wider context of the Institute
- Strong organisational skills with attention to detail
- Commitment to continuing professional development
- Knowledge of the subject areas of the library collections
- Proven computer skills and knowledge, including proficiency using applications such as MS Word, MS Excel, plus a high level of comfort working with technology and troubleshooting initiative
- Knowledge of using discovery tools is desirable
- Working knowledge of developing websites and creating online content
- A desire to work with the public is essential
- Comply with all legislative and policy requirements as appropriate

Physical demands:

- Ability to sit, stand, walk, travel up and down stairs, crouch, stoop and reach
- Ability to lift books

Education and work experience

- CILIP accredited library and information qualification,
- At least one year's experience working in an academic library or equivalent service
- A proven interest in art history or art-related subject

Language skills

- Excellent English language verbal and written skills
- Confident public speaking skills

Updated November 2018

To apply, please send your CV and a covering letter, explaining why you feel you are suitable for the role, to Heidi Rasmussen at HRlondon@sothebysinstitute.com.

Closing date for applications: Wednesday 28 August 2019

Please note the following:

1. Applicants must be eligible to work in the UK
2. Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and the relevant skills and knowledge you feel you can bring to the role and to the Institute.
3. Please submit all documents to this email address: HRlondon@sothebysinstitute.com
4. Please state in your email where you have seen this role advertised.

Due to the high volume of applications we receive we may not be able to respond to everybody.