Assistant Librarian (Cataloguer/Reader Services/IT)

Full-time (40 hours per week), fixed-term post based in WC1
Appointment from February 2020 initially for four years

The German Historical Institute Library is a research library with extensive holdings on German history from the late middle ages to the present day. The library currently holds about 89,000 volumes and is housed in a beautiful historic building in Bloomsbury. You will be part of a small team and undertake a variety of duties.

Main duties and responsibilities
- Catalogue new acquisitions
- Assist with new reader inductions, answer enquiries in person, by phone and by email
- Assist with other library duties as necessary
- Assist the IT Manager with everyday tasks including website management, software updates and first line support

Your profile
To be considered for this role you will need to be educated to degree level. You have a qualification in library management and/or several years of experience of working in an academic or research library. You enjoy working with computers and are confident with a variety of hardware and software applications. You are a good team player, but you are also able to work with minimal supervision and are a fast learner. You enjoy contact with readers and have a professional and courteous manner. You have a flexible approach to work and take pride in what you do. A working knowledge of both written and spoken German would be highly advantageous.

Experience

Essential
- Experience of working in an academic or research library
- Familiarity with Microsoft Office applications
- Familiarity with library management systems

Desirable
- Experience of working with students, academics and the general public
- Experience of cataloguing English and foreign language material
- Experience with electronic resources
Skills and Ability

Essential
- Willingness/ability to become familiar with RDA DA-CH and German authority data files
- Willingness/ability to quickly become familiar with a German LMS
- Willingness/ability to become familiar with TYPO3
- Good understanding of written German (B2/C1) and willingness/ability to improve to C2 level
- Good level of written and spoken English (C1) and willingness/ability to improve to C2 level
- Close attention to detail
- Outgoing, polite and friendly manner
- Flexible approach, adaptability and enthusiasm for learning new skills
- Team player as well as self-motivated
- Availability for very occasional evening duties (no later than 9pm)

Desirable
- Excellent knowledge of RDA
- Knowledge of LCC, LCSH, MARC 21, TYPO3 or similar CMS
- Intermediate spoken German (B1/B2)
- Degree in history or a related subject
- Strong IT skills
- Interest in social media

Starting monthly salary £3,212 (for a six month probationary period) moving to £3,340 thereafter, on a scale consisting of ten biennial increments. The closing date for applications is October 17. Interviews will be held October 31.

To apply, please send a full CV including all examination grades, a covering letter outlining your motivation and what makes you suitable for the role, and any other documents that might support your application to bewerbungen@ghil.ac.uk.

For questions about this role please contact the head librarian, Christiane Swinbank, swinbank@ghil.ac.uk.

Applicants must be able to demonstrate their legal right to work in the UK. Salary will be taxable in Germany unless you are a UK citizen and do not also hold German citizenship.