



INTRODUCTION TO INIVA

About iniva

iniva (Institute of International Visual Arts) is a visual arts organisation whose artistic programme reflects the social and political impact of globalization, encouraging discourse and debate on issues surrounding the politics of race, gender and class.

Founded in 1994, under the leadership of renowned academic Professor Stuart Hall, iniva is a non-profit organisation based in London. It has established itself as a pioneering arts organisation in the in the UK and beyond.

With the Stuart Hall Library acting as a critical and creative hub for its work, iniva collaborates with artists, curators, researchers and cultural producers to challenge conventional notions of diversity and difference. The library holds a collection of over 10,000 publications, including artist books, monographs, exhibition catalogues, journals and zines, as well as an archive of iniva's history promoting the work of Black and Asian artists such as those from the UK Black Arts Movement.

iniva's programme supports artists and cultural producers at different stages in their careers, offering residencies, commissioning new work and promoting practice which enables artistic ambition and development. By cultivating innovative thinking, iniva is committed to disseminating research across a wide cultural spectrum and geographical network. Their ambition is to build a greater body of knowledge around each of the artists with whom they work to ensure the legacy of their practices for future generations of researchers and audiences.

www.iniva.org

About Stuart Hall Library

iniva is the home of Stuart Hall Library, a specialist library that centres art and theory publications from the Global Majority, African, Asian, Caribbean, Polynesian, Latinx, and diaspora perspectives.

Named in honour of iniva's first chairman and cultural theorist Professor Stuart Hall, the library holds a reference only collection of over 10,000 publications on the history of international contemporary visual art and culture. The collections include over 4,000 exhibition catalogues, 3500 monographs, 400 journals titles with many rare items important to the UK Black Arts Movement and a growing collection of contemporary artists and activist zines on the politics of race, class, gender and sexuality.

The Library provides a context for iniva's archives and the opportunity to study the institution's legacy preserving and promoting the work of artists of African and Asian descent born or based in the UK since 1994. The physical archive contains artist files, slides, ephemeral material documenting of Iniva activities and a substantial audio-visual collection of artists' films and interviews. The Library also plays a significant role in Iniva's artistic programme through running talks, exhibitions and events including the Research Network Programme.

About our funding

iniva is an Arts Council England National Portfolio Organisation (NPO) and as such we receive regular funding from Arts Council England, which supports the arts and cultural sector to achieve excellence in all it does. In fulfilling its obligations as an NPO iniva creates work of artistic and cultural excellence and is innovative in the way this work engages with audiences. Read more at

www.artscouncil.org.uk



JOB DESCRIPTION

Job Title: Assistant Librarian

Salary: £16,800 per annum (Pro rata £28,000 full time equivalent)

Hours: 21 hours per week, permanent contract

Optional working pattern: Tuesdays-Thursdays, 9.30am-5.30pm (3 days) or Tuesdays-Fridays, 9.30am-3pm (4 days)

Reporting to: Library and Archive Manager

Location: Stuart Hall Library, 16 John Islip Street, London SW1P 4JU

Role Purpose

The Assistant Librarian is responsible for the day-to-day operation of iniva's Stuart Hall Library and Archive site at designated times working within the library and archive team, providing a welcoming reception desk service to library users. The Assistant Librarian will answer research enquiries; lead library tours and inductions to a range of audiences; supervise library volunteers and student placements and contribute to iniva's wider programming activities. This role also involves managing journal subscriptions, indexing articles and other print and digital collection management, such as acquisition, cataloguing and providing access to our global art history collections.

Main Duties

In common with all iniva staff

- To support the philosophy, aims and objectives of Iniva and to champion its work.
- To promote and support equity, diversity and inclusion for all staff, contractors, volunteers, and stakeholders.
- To uphold collective responsibility, knowledge sharing and team working across the organisation.
- To contribute to, and follow iniva's organisational policies and procedures, particularly policies relevant to your defined responsibilities and area of work.
- To ensure proper record keeping, filing, and archiving of all communications and documentation related to your area of work.
- To engage in continuing professional development, seeking to stay up to date with developments and best practice in your area of work.

Particular to the Assistant Librarian

Day-to-day Operations

- To provide professional support and a high standard of customer service for library and archive users.
- To be responsible for the daily opening of Stuart Hall Library.
- To carry out duties on the Reception Desk including responding to enquiries, facilitating transactional purchases from iniva's Shop, and dealing with scanning and photocopy requests.
- To meet the needs of library users, introducing the collection, assisting with research, guiding users to appropriate materials, and setting up audio-visual equipment.
- To be provide access to the electronic resources such as reading lists and audio-visual material and digital collections.
- To maintain security, access, and care of the library and archive collection.
- To record library visits, collate statistics and the feedback of research requests, collection usage and events.
- To responsible for Stuart Hall Library when the Library and Archive Manager is off-site.

Library Management

- To catalogue and classify library material to MARC and RDA standards with appropriate Library of Congress Subject Headings in our Library Management System (KOHA) including updating bibliographic records.
- To manage a small budget for physical and digital journal subscriptions including selecting, purchasing, and liaising with suppliers.
- To create abstracts and index journal articles as part of the cataloguing process.
- To occasionally catalogue and classify monographs, exhibition catalogues, audio visual material and zines.



- To contribute to team discussions around the future development of the Library and Archive and assist in developing priorities and policies for the library.
- To support the coordination of donations and exchanges to the library collection and contribute to the library acquisition process.

Volunteers and Development

- To work with the Library and Archive Manager to recruit, supervise and train library volunteers and placement students.
- To keep abreast of new developments and initiatives in the field of art librarianship through continuing professional development.
- To assist in developing links and networks with other art libraries and act as an iniva representative when attending conferences, seminars and other events.
- To keep abreast of digital developments for library services as well as to support work relating to online resources and digital projects.

Library User Engagement

- To engage with audiences in the library leading library tours and inductions.
- To support other team members with library events such as artist workshops, library talks, and reading groups.

Other duties

- Support the work of Iniva and undertake any other duties as may be required from time to time by the Library and Archive Manager.

Note: This is a description of the job as it is at present constituted. It is iniva's practice to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes.



PERSON SPECIFICATION: SKILLS AND EXPERIENCE

Essential

- Minimum of two years relevant experience working within an art, specialist library, museum or higher education institutional library.
- Degree in librarianship, information studies or equivalent accredited qualification.
- Experience of cataloguing and classifying material to current RDA and MARC standards to a high degree of accuracy with familiarity around Library of Congress Subject Headings.
- Keen interest or subject knowledge in contemporary arts, critical theory, politics of cultural identity and the work of Stuart Hall.
- Experience with abstracting and indexing journal articles.
- Research skills including the ability to identify relevant resources and produce bibliographies.
- Demonstrate ability to manage a library service independently.
- Proficient use of MS Office packages and familiarity with online catalogues.
- Excellent interpersonal skills and able to work as part of a team.
- Excellent organisational, problem solving and time management skills.
- Experience of supervising volunteers.

Desirable

- Interest in and empathy for the work and ethos of Iniva.
- Experience managing and cataloguing serials collections.
- Knowledge and experience using and maintaining an open-source library management system such as KOHA.
- Experience of developing digital resources and content for small libraries.
- Experience of leading workshops, reading groups and organising group visits.
- Understanding of copyright issues in relation to library services, including digital material
- Working knowledge of one or more modern languages.

Note: Applicants cannot be expected to be equally strong on all the above criteria, but to provide evidence across the range, in varying strengths and combinations. Iniva is committed to supporting staff in training and support to achieve the standards required to undertake the role.

How to Apply

Please send a completed **Iniva Job Application Form** and **Equal Opportunities Monitoring Form** – download below – to recruitment@iniva.org with 'Assistant Librarian' as the email subject.

CVs are not accepted as part of the application.

[Iniva Job Application Form](#)

[Equal Opportunities Monitoring Form](#)

Deadline

The deadline for applications is **Sunday 5th March 2023 at 11.59pm.**

Applications received after this time will not be accepted.