

## Job Title: Library Manager

Salary: £34,000 per annum (Pro rata £20,400 full time equivalent)

Hours: 3 days per week (21 hours), Fixed Term Post (12 months)

Reporting to: Artistic Director

### **Role Purpose**

This is a fixed-term part-time job-share with the Library and Archive Manager for 12 months starting from June 2024. This is a key post responsible for co-managing, promoting and developing iniva's Stuart Hall Library, supporting users, volunteers and research associates. Stuart Hall Library is a unique specialist collection of resources on contemporary visual art and culture that centres publications from Global Majority, African, Asian, Caribbean, Polynesian, Latinx, and Diaspora perspectives and houses iniva's institutional archives on artists, exhibition and publication history.

The Library Manager will have shared responsibility for collection management tasks such as acquisition, cataloguing, preservation and promotion of exhibition catalogues, journals, artist's books, zines, artist monographs and audio-visual material. In addition, this role will have the sole responsibility for line managing the Assistant Librarian, library volunteers and placement students.

Stuart Hall Library plays a significant role in iniva's artistic programme. Working closely with iniva's Artistic Director and Curator, the Library Manager will also oversee programming within Stuart Hall Library related to research talks, reading groups, tours and inductions during opening hours. This role also involves responsibility for opening and closing the library, including one Saturday per month, as well as occasional after-hours events.

*Candidates from underrepresented communities are particularly encouraged to apply for this role. We are committed to increasing the diversity and inclusion of staff within the Arts and Libraries sectors. We welcome applications from everyone who meets the person specification of the role.*

Note: Please note candidates must be eligible to work in the UK, have a UK visa or work permit to apply for this role.

### **How to Apply**

Please send a completed **iniva Job Application Form** and **Equal Opportunities Monitoring Form** – download below – to [recruitment@iniva.org](mailto:recruitment@iniva.org) with 'Library Manager' 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 5 May 2024 at 11.59pm**.

Applications received after this time will not be accepted.

Selected candidates will be notified by 10 May.

Interviews will be held at iniva on 16 or 17 May.

*Please note due to limited resources, unfortunately, applicants not shortlisted for the first round of interviews will not be informed.*

## **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 30 years ago, 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 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. iniva's programme supports artists and cultural producers at different stages in their careers, offering residencies, developing research, 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.

Our 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. Our mission is for everyone to know the global histories and legacies of internationalism and the Black British Arts Movement and to invest in its future.

[www.iniva.org](http://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 Black British 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](http://www.artscouncil.org.uk)

## **JOB DESCRIPTION**

### **Library Manager (Part-time)**

Salary: £34,000 per annum (Pro rata £20,400 full time equivalent)  
12 months fixed contract; Part-time 3 days (21 hours) per week  
Starting June 2024 until May 2025

Reporting to: Artistic Director  
Responsible for: Assistant Librarian  
Co-Management with: Library and Archive Manager  
Location: Stuart Hall Library, London

### **Role Purpose**

This is a fixed-term part-time job-share with the Library and Archive Manager for 12 months. This is a key post responsible for co-managing, promoting, and developing iniva's Stuart Hall Library, as well as supporting users, volunteers, and research associates. This is a unique specialist collection of resources on contemporary visual art and culture that centres publications from Global Majority, African, Asian, Caribbean, Polynesian, Latinx, and Diaspora perspectives and houses iniva's institutional archives on artists, exhibition and publication history.

The Library Manager will share responsibility for collection management tasks such as acquisition, cataloguing, preservation, and promotion of exhibition catalogues, journals, artist's books, zines, artist monographs, and audiovisual material. In addition, this role will have the sole responsibility for line managing the Assistant Librarian, library volunteers, and placement students.

Stuart Hall Library plays a significant role in iniva's artistic programme. Working closely with iniva's Artistic Director and Curator, the Library Manager will oversee programming within Stuart Hall Library related to research talks, reading groups, tours and inductions during opening hours. This role also involves responsibility for opening and closing the library, including one Saturday per month, as well as occasional after-hours events.

Main Objectives:

- To manage and develop iniva's Stuart Hall Library, providing access to iniva's archive and ensure the smooth and efficient monitoring of the library service
- To oversee the Stuart Hall Library programmes related research talks, reading groups, tours and inductions.
- To contribute to the delivery of iniva's mission, vision and programme

### **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 equality, 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 Library and Archive Manager Role**

#### Strategy, Planning and Monitoring

- To develop policy and priorities for the Library in support of iniva's mission and programme and consider their impact on iniva's archive held at Stuart Hall Library, in consultation with the Artistic Director and Library and Archive Manager.
- To contribute to iniva's artistic programme in discussion with the Artistic Director, including managing the library space, running the Library's Research Network programme of public talks, tours and reading groups, liaising with Research Network Associates, and managing contracts and budgets.
- To be responsible for the monitoring and updating Library policies and procedures (access, digital preservation, conservation and preservation of physical collection, and digitisation) in consultation with the Library and Archive Manager, Assistant Librarian and Archivist and Engagement Producer.
- To liaise with Library and Archive Manager, Assistant Librarian and Artistic Director in reporting on Library activity, users, and programme for funders and iniva's Board.
- To provide an efficient and welcoming service for all Library users, responding to daily enquiries and assisting users with their research.

#### Staffing

- To provide line management responsibilities for the Assistant Librarian, library volunteers and university student placements. This includes regular one-to-ones and monitoring performance against organisational objectives in liaison with the Artistic Director as appropriate.
- To be responsible for managing and maintaining Library placements with university partners such as University College, London, and managing and supervising placement students in Library programming and curatorial roles with support from the team.
- To work with the Assistant Librarian to recruit, manage and train Library volunteers both on a regular cycle and for specific events.

#### Library Collection

- To be responsible for the selection, acquisition and cataloguing of publications in consultation with the Library and Archive Manager, jointly managing workflows and processes from ordering to the availability of items on the shelves.
- In consultation with the Library and Archive Manager, maintain systems and local procedures for classification and cataloguing of resource materials; develop subject headings and authority records for library items; ensure that new acquisitions and donations are catalogued in a timely manner.
- To train staff and volunteers in MARC/RDA cataloguing standards, developing and updating cataloguing training manuals for consistent local practice for a range of materials from books, journals, zines, exhibition catalogues, vinyls and audiovisual material.
- To co-manage and upkeep the library management system (KOHA), including updating bibliographic templates, bibliographic records, authority records, system settings, running reports and exporting records.

#### Financial and Income Generation

- Alongside the Library and Archive Manager, co-manage and monitor the Library budget, including acquisitions, preservation, equipment, training and volunteer expenses.
- To manage and monitor the Research Network budget, liaising directly with Research Network Associates and Network partners, ensuring the delivery of programming and payment of invoices.
- To work closely with the Artistic Director, Campaign Manager, and any other fundraising staff or consultants to encourage donations and income generation through library hire.

#### Partnership and Communications

- To liaise and work closely with the Archivist and Engagement Producer to provide appropriate access to iniva's archive during Stuart Hall Library opening hours and create greater access to the collection.
- In conjunction with the Artistic Director, work to support the development of research through developing relationships with higher education institutes. This includes managing and delivering group visits for subject-specific talks and tours around the Library collection.
- To contribute to general iniva marketing and publicity of the Library's collections, services and public programmes, including the preparation of promotional content such as reading lists, directory entries and event documentation for social media, the website and the newsletter as appropriate.
- To increase the visibility of the Library as a specialist resource in a research context, by participating in specialist library networks and conferences and writing papers for publication in professional librarianship journals, and developing relationships with librarians, curators and academics in relevant subject areas.
- To carry out such other duties of a similar nature as may reasonably be required.

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

#### **PERSON SPECIFICATION**

The postholder for this role should demonstrate the following qualifications, experience, skills and knowledge:

##### **Essential**

- Minimum of 3 years' relevant experience within an art library, specialist library or academic library.
- Experience in cataloguing and classifying material to current MARC21 and RDA standards
- Knowledge and experience in maintaining and developing library management systems such as KOHA.
- Experience in managing people and/or volunteers.
- Evidence of a successful track record in developing and delivering customer-focused, high-standard services.
- Excellent written and oral communication skills, including proven ability to write reports as well as leading tours, chairing events, and public speaking.
- Demonstrable ability to manage budgets successfully.

- Excellent interpersonal skills, with the ability to plan effectively and to work as part of a team.
- Excellent organisational, problem solving and time-management skills.

**Desirable**

- Degree or apprenticeship in librarianship, information studies or equivalent.
- Relevant subject knowledge in one or more of the following areas: contemporary art, critical theory, politics of cultural identity (including race, gender, sexualities, class, subculture and the legacies of colonialism) and the work of Stuart Hall.
- Experience working with artists, curators and researchers with different needs.
- Research skills, including the ability to identify relevant resources and produce bibliographies.
- Understanding of copyright, particularly in relation to library services, including digital material.
- Membership of a relevant professional body such as ARLIS UK & Ireland or CILIP.