



Dub Encyclopaedia ©Pupat Chenaksara

Library Manager

Recruitment Pack

Closing Date: Sunday 5 April 2026

Interview Date: Tuesday 21 April 2026

INTRODUCTION TO INIVA

The Institute of International Visual Arts (iniva) is a charity based in Pimlico, London. Founded to challenge inequalities in the visual arts, since 1994 we have created spaces for Black and Global Majority artists and communities, nurturing creative practices and expanding the ways we understand art, culture and society. Through commissions, residencies, workshops, exhibitions, and publishing, iniva supports artistic practices that critically engage with lived experiences of racism, anticolonial struggles, identity politics, and social change.

At the heart of iniva is the Stuart Hall Library (SHL), named after the influential cultural theorist, our founding Chair. The SHL houses a world-class collection of over 10,000 volumes, artist books, catalogues, journals, zines, and mixed media archival materials from over three decades of iniva's history. Providing a unique research centre dedicated to sharing knowledge, addressing inequality of representation and ensuring the visibility and legacy of diverse artistic practices, the library is a vital gathering space for artists audiences, researchers and communities.

iniva's core programmes engage artists locally and internationally through our Research Network, Library Residency, Digital Pavilion, CoLab school programme, Exhibitions Programme and public events at the Library and partner venues. Each year, our work reaches over 70,000 people digitally and 6,000 in person, including 1,900 visits to the Stuart Hall Library. Global Majority audiences represent 63% of our engagement, with young people aged 20–25 making up 20%.

iniva continues to create equitable, anti-racist spaces where artists and audiences can explore global and diasporic perspectives together.

Read more at www.iniva.org





Creative Mapping: Designers Lab ©Jemima Yong

OUR VISION

Make art from a global perspective accessible to everyone.

OUR MISSION

We nurture, develop and support anti-racist and equitable spaces that centre Black and Global Majority artists and their communities for creativity, wellbeing, and joy.

OUR VALUES

Care, Community, Collaboration, Access, Education, Justice and Joy.

ABOUT OUR FUNDING

iniva is an Arts Council England National Portfolio Organisation (NPO), receiving regular public investment in recognition of our commitment to artistic excellence, innovation, and meaningful public engagement. Read more at www.artscouncil.org.uk.

We are also supported by the National Lottery Heritage Fund, which funds our major *Living Legacies* programme. Together, this public investment reflects our role as a trusted cultural leader, producing ambitious, critically engaged work that connects artists, ideas, and communities.

Read more at www.heritagefund.org.uk

INTRODUCTION TO STUART HALL LIBRARY

The Stuart Hall Library is a specialist resource at the core of iniva, bringing together art and theory publications from Global Majority, African, Asian, Caribbean, Polynesian, Latinx, and Diaspora perspectives rarely held collectively elsewhere.

Named after iniva's founding Chair, Professor Stuart Hall, it holds a non-borrowing collection of over 10,000 items, including artists' books, monographs, exhibition catalogues, journals, audiovisual material and zines that reflect diverse artistic practices and diasporic visual culture.

Opened to the public in 2007, the library welcomes users Tuesday–Friday, 10 am–5 pm, through drop-in access or bookable study spaces, with scheduled resets in August and December. Digital access continues to expand through online journal articles, digital zines and e-books, enabling national and international researchers to engage with the collection remotely.

Looking ahead, the library will continue to support dialogue around decolonised collecting, sustainable infrastructures, and widening pathways into the profession for underrepresented groups. Priorities include strengthening Black and Global Majority leadership, recognising the contribution of iniva's librarians within the organisation's history, and working towards Arts Council Designation to secure long-term public recognition of the collection's value.



INTRODUCTION TO THE ARCHIVE

The iniva archive documents over three decades of the organisation's history, charting exhibitions, publishing, events and collaborative work with artists and communities, and preserving the legacies of Black British art and Global Majority artistic practice. It includes key founding materials such as transcripts from the *Global Visions: Towards a New Internationalism* symposium and board papers from 1994 onward, alongside correspondence and papers linked to Professor Stuart Hall's role as Chair.

The archive includes key contributions from artists and curators central to iniva's history, with materials from OVA initiated by Sunil Gupta, papers from David A. Bailey and Isaac Julien, and research by Hou Hanru and Li Yun-Chia. It is a mixed-media collection spanning 11 record series on governance, programming and publishing, alongside two major ephemera collections (the Artist File Collection and the Global Ephemera Collection), a moving image archive and slide collection reflecting iniva's programming history. All materials are housed in a dedicated, humidity-controlled archive room, stored across 210 archival boxes on rolling stack shelving.

Since 2021, iniva has strengthened relationships with archival networks and institutions and continues to expand access and discoverability. Looking ahead, we are working towards cataloguing and digitising key exhibition archival collections and achieving Archive Service Accreditation by 2030. This will allow us to embed national standards and position iniva as a leading repository of Global Majority visual culture.

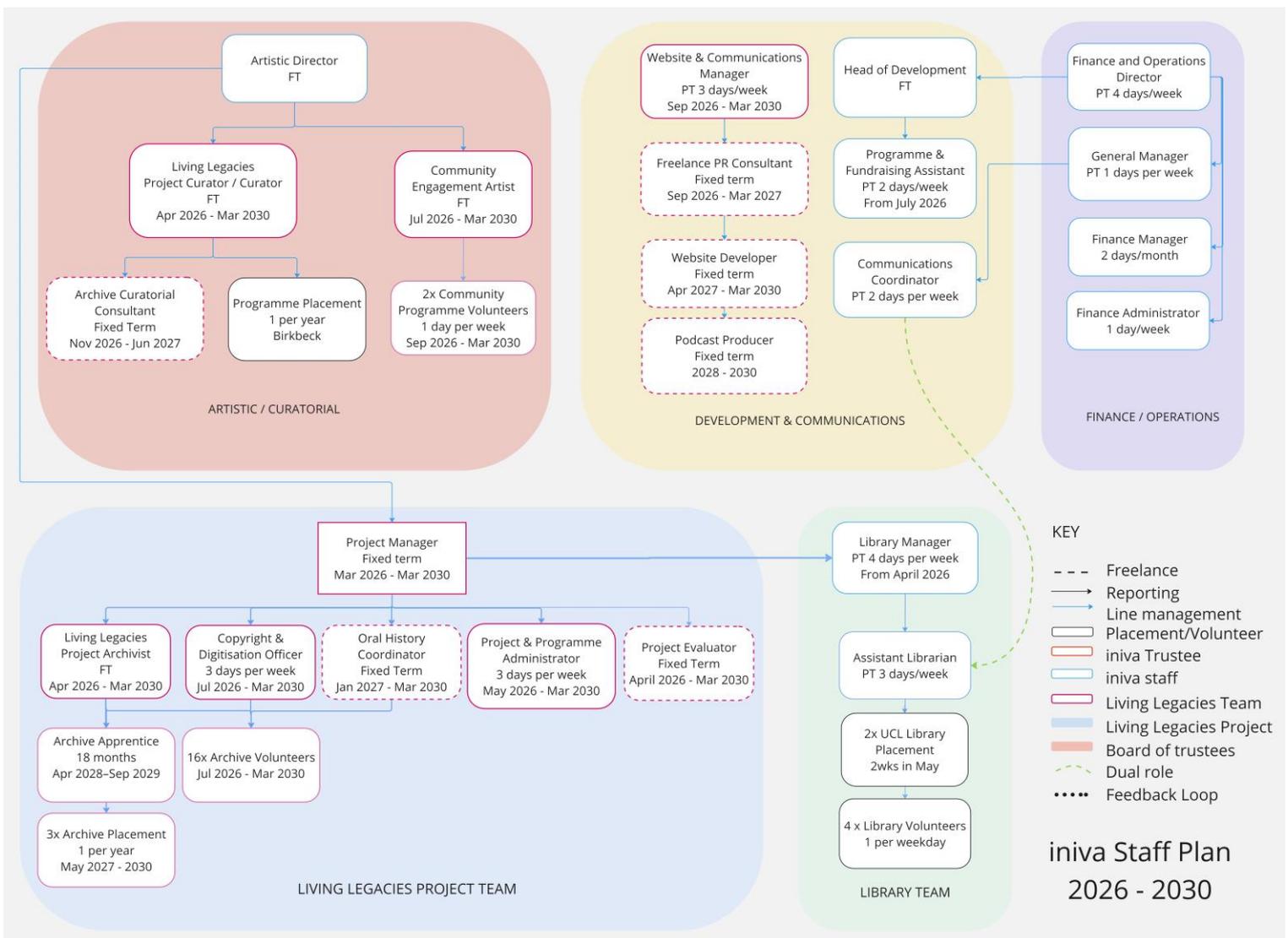


STAFF STRUCTURE

iniva is led by Co-Directors **Sepake Angiama (Artistic Director)** and **Susannah Gorgeous (Finance & Operations Director)**, supported by a culturally diverse Board of ten Trustees chaired by **Anita Bhalla**. The Board meets quarterly, with four sub-committees—**Fundraising & Ethics, Finance, People & Practice, and Environmental Responsibility**—providing additional oversight and guidance.

iniva’s core team includes the Co-Directors, Project Curator, Communications Coordinator, Programme & Fundraising Assistant and a **Library and Archive Team**. This team is made up of the **Library Manager, Project Archivist, and Assistant Librarian**, working closely together to support access, research, and collection development across iniva’s programme. The organisation is also supported by a General Manager and freelancers such as the Finance Manager and Bookkeeper.

As iniva embarks on its flagship National Lottery Heritage Fund project, *Living Legacies: Collaboration, Community and Radicality*, the Library Manager will be **line managed by the Living Legacies Project Manager** (who was previously Library and Archive Manager) and work closely with the dedicated project team throughout the 2026–2030 Delivery Phase.



INTRODUCTION TO THE ROLE

iniva is seeking an enthusiastic, warm and proactive **Library Manager** to join our small, dedicated and collaborative team. This is an exciting opportunity to shape and develop **Stuart Hall Library**, a unique specialist resource focused on contemporary visual art, Black and Global Majority art histories, and iniva's archival collections linked to the British Black Arts Movement.

Working at iniva is highly rewarding, with a pace that can be lively, hands-on and varied. We're a small organisation, so we value people who are comfortable managing their own time, juggling different tasks and taking initiative. In return, you'll help grow a collection used and valued by artists, students, researchers and communities across the UK and beyond.

You will lead on collection management (acquisitions, cataloguing to **MARC21/RDA**, preservation and promotion across books, journals, artists' books, zines, monographs and audiovisual materials), manage the library management system (**KOHA**), and line manage the part-time Assistant Librarian while supporting volunteers and placement students.

If you enjoy combining creativity, organisation and people skills and you care deeply about supporting access to underrepresented art histories, this role represents an exciting next step.

IDEAL CANDIDATE

We are looking for an **experienced librarian** who is proactive, approachable and committed to providing a welcoming, research supportive library service. You will bring expertise in managing front facing library services, together with **strong cataloguing skills** across a range of materials including monographs, exhibition catalogues, zines and audiovisual resources to current **MARC21 and RDA** standards.

This role involves working with collections that centre contemporary art, diaspora narratives, and Black and Global Majority art histories. **We welcome candidates with lived experience and/or an interest in these areas. You do not need prior experience in critical librarianship but we're looking for someone who has at least 3-5 years' experience in collection management, open to learning and reflective in practice.**

Confidence in speaking publicly about the collection and engaging users from diverse backgrounds is important. Experience working with the KOHA and subject knowledge in contemporary visual arts and culture are desirable, but **training and support will be provided.**

We recognise that librarians contribute a broad and valuable mix of skills. This **4-day-a-week role** is an ideal fit for someone who may be balancing this position with a similar professional commitment, research or independent creative practice. We value the fresh perspective and external energy that this balance brings to our team.

We do not expect candidates to meet every criteria. If you meet most and are excited by the role, we encourage you to apply.

JOB DESCRIPTION

Library Manager (0.8 FTE)

Salary: £36,000 per annum (Pro rata £28,800 full time equivalent)

Employment Type: Fixed Term Contract until March 2030

Hours: 4 days (28 hours) per week Tuesdays to Fridays

Reporting to: Living Legacies: Project Manager

Responsible for: Assistant Librarian (0.6 FTE)

Location: Stuart Hall Library, London

Role Purpose

The Library Manager is responsible for managing, developing and promoting iniva's Stuart Hall Library, a specialised collection centred on contemporary visual art, Black and Global Majority art histories, and iniva's archival materials linked to the British Black Arts Movement. The role oversees all collection management activities, acquisition, cataloguing, preservation and promotion, and line manages the Assistant Librarian, volunteers and placement students. The post also includes responsibility for opening and closing the library and delivering occasional research talks, reading groups, tours and inductions, delivered during opening hours and after-hours.

Main Objectives:

- To manage and develop iniva's Stuart Hall Library, ensuring effective access to the collection and archives, and the smooth and efficient delivery of the library service.
- To contribute to Library's research-focused programming and activities such as public talks, tours and reading groups.
- To contribute to the delivery of iniva's mission, vision and artistic programme through library services and 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 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 provide an efficient and welcoming service for all Library users, responding to enquiries and supporting their research needs.
- To monitor and update Library policies and procedures including access, digital preservation, conservation of the physical collection and digitisation, in consultation with the Library and Archive Team, including Living Legacies Project Manager, Archivist and Assistant Librarian.
- To prepare, gather and submit regular reports on Library activity, user statistics and programming for iniva's Board and for reporting requirements to existing funders.
- To ensure compliance with safeguarding, health & safety and data protection policies, including supporting risk assessments for Library activities and events.

Library Collection Management

- To select, acquire and catalogue resources for the Stuart Hall Library, managing workflows from ordering items to classifying their location on the shelves.
- To maintain systems and local procedures for classification and cataloguing; develop subject headings and authority records; ensure new acquisitions and donations are catalogued in a timely manner.
- To train staff and volunteers in MARC/RDA cataloguing standards, updating cataloguing manuals to ensure consistent local practice for books, journals, zines, exhibition catalogues, vinyl and audiovisual material.
- To manage and maintain the library management system (KOHA), including bibliographic templates, bibliographic and authority records, system settings, reporting and record export.
- To support digital access to the collection, including updating online catalogues, guides and research resources where appropriate.

Staffing

- To line manage the Assistant Librarian, library volunteers and university placement students, including regular one-to-ones and monitoring performance against organisational objectives.
- To manage and maintain Library placements with university partners such as University College London, supervising placement students in programming and curatorial roles with support from the team.
- To work with the Assistant Librarian to recruit, manage and train Library volunteers bi-annually and for specific events.

Library and Research Programming

- To occasionally contribute to Library's research-focused programming and activities such as public talks, tours and reading groups in collaboration with the Artistic Director.
- To evaluate the impact of library programmes and services, gathering user feedback to inform planning and funding reports.

Financial and Income Generation

- To manage and monitor the Library budget, including producing annual allocations for acquisitions, preservation, equipment, staff development and volunteer expenses, in line with agreed parameters
- To support Library venue hire administration and book sales, working closely with the Finance and Operations Director to ensure smooth administration, invoicing and income tracking.
- To support organisational fundraising and development by supplying data, narratives and evidence that strengthen funding bids relating to the Library, the collection and Library programming.

Partnership and Communications

- To liaise closely with iniva's Archivist to provide appropriate access to the archive during library opening hours and contribute to increasing access to the collection.
- To contribute to the marketing and publicity of the Library's collections, services and programmes, preparing promotional content such as reading lists, directory entries and documentation for social media, the website and newsletters.
- To contribute to increasing the visibility of the Library as a specialised research resource by participating in professional networks and conferences, contributing to social media content, and building relationships in relevant fields.
- To carry out other duties of a similar nature as reasonably 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

- At least 3–5 years' experience in an art, specialised, or academic library.
- Strong cataloguing skills using MARC21 and RDA.
- Experience using a library management system (e.g., KOHA).
- Experience supervising or supporting staff, volunteers or placements.
- Experience working with diverse users such as artists, researchers, students or community groups.
- Strong written and verbal communication skills, including reporting and public-facing engagement.
- Excellent organisational and problem-solving skills, with the ability to manage time and prioritise effectively.

Desirable

- A professional qualification in librarianship, information studies or equivalent, or working toward one.
- Membership and participation of a relevant professional body (e.g., ARLIS UK & Ireland, CILIP).
- Subject knowledge or lived experience related to contemporary art, cultural identity, or Black and Global Majority art histories.
- Experience supporting organisational projects, such as budgeting, fundraising, or partnership work.
- Experience delivering public programmes, such as talks, workshops, tours or reading groups.
- Understanding of key library considerations, such as copyright for digital/special collections or basic research skills.
- Experience collaborating with senior leadership, partners or trustees.

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 are committed to supporting staff in training and support to achieve the standards required to undertake the role.

DIVERSITY & ACCESS

We warmly welcome applications from people of all backgrounds and life experiences. We particularly encourage candidates who identify as **Black, Asian or from other Global Majority communities, disabled people, LGBTQ+ people, and people from lower socioeconomic backgrounds**, who are often underrepresented in the arts and heritage sectors, **economic** backgrounds represented in the arts and heritage sectors.

We are committed to **equity, accessibility and antiracist practice**. If you would like to share any access needs or request reasonable adjustments to the application or interview process (for example, alternative formats or additional time for a written task), please tell us when you apply — we'll be happy to **help**.

HOW TO APPLY

Please send a **CV** and a **Personal Statement** (no longer than 2 pages) outlining your experience and why you are a suitable candidate for the role and completed [Equal Opportunities Monitoring Form](#) to recruitment@iniva.org with 'Library Manager' as the email subject.

Candidates must have the right to work in the UK.

DEADLINE

The deadline for applications is **Sunday 5 April 2026 at 11.59pm**. Applications received after this time will not be accepted.

INTERVIEW DATES

Interviews will take place in **two stages** at iniva on **21 and 27 April 2026**. Selected candidates will be notified by **13 April 2026** and interview questions will be sent in advance.

Candidates shortlisted for the first stage will be interviewed on **21 April**, with selected applicants progressing to a second interview on **27 April**. A short-written task or presentation will form part of the process, and full guidance will be provided in advance.

Please note that, due to limited resources, applicants not shortlisted for the first round of interviews will not be contacted.

ENQUIRIES

Enquiries about the role, shortlisting and interviews

Tavian Hunter (Living Legacies Project Manager): thunter@iniva.org

General enquiries about the application process: info@iniva.org