



Assistant Librarian

Recruitment Pack

Closing Date: Friday 24 July 2026

Interview Date: Tuesday 4 August 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



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, Indigenous, 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.



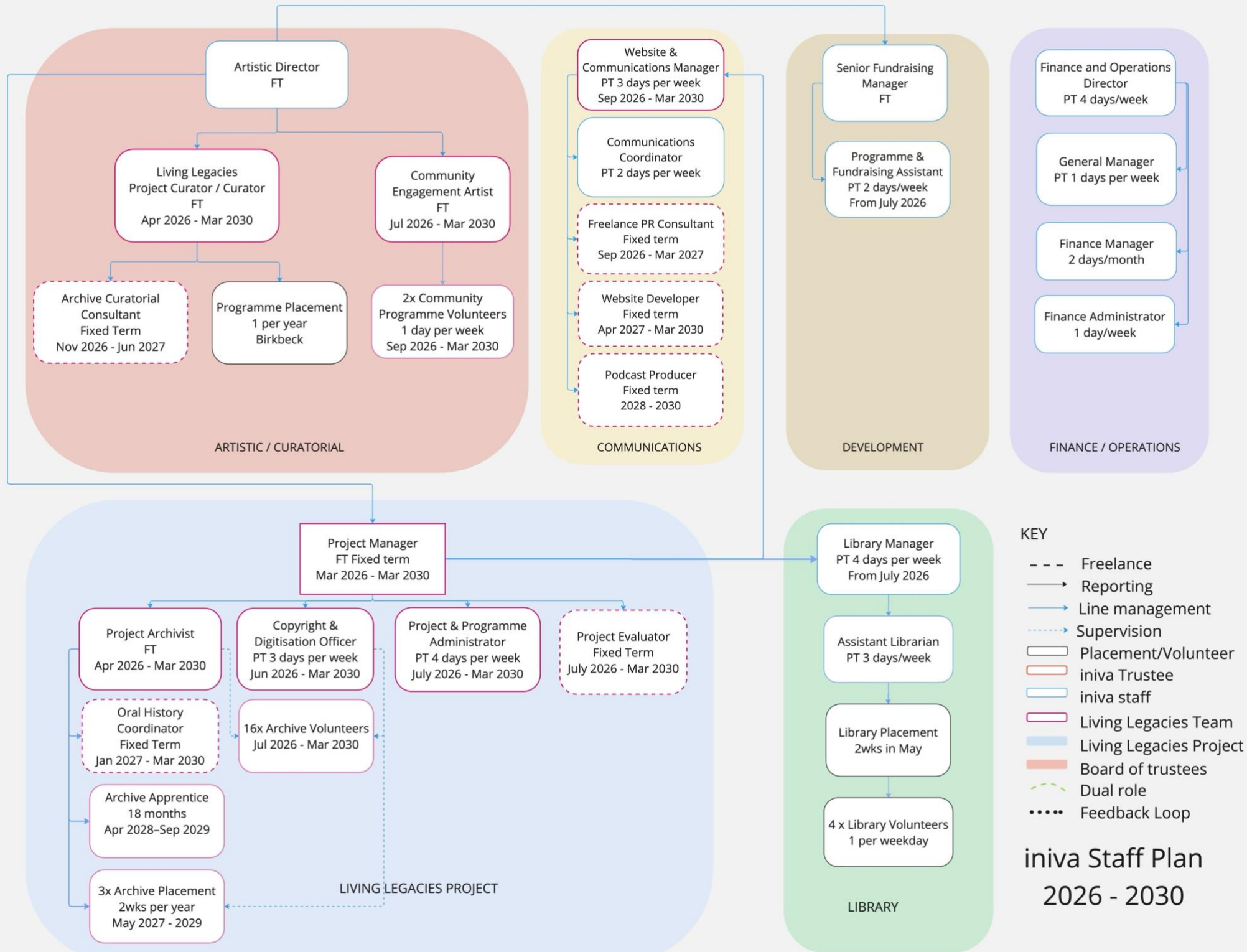


STAFF STRUCTURE

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 subcommittees—**Fundraising & Ethics, Finance, People & Practice**, and **Environmental Responsibility**—providing additional oversight and guidance.

iniva's core team includes the Co-Directors, Senior Fundraising Manager, Project Curator, Communications Coordinator, Programme & Fundraising Assistant and a **Library and Archive Team**. This team is made up of the **Library Manager, Assistant Librarian** and **Project Archivist**, working closely together to support access, research, and collection development across iniva's programme.

As iniva embarks on its flagship National Lottery Heritage Fund project, *Living Legacies: Collaboration, Community and Radicality*, the team will be supported by the **Living Legacies Project Manager**. The organisation is also supported by a General Manager and freelancers such as the Finance Manager and Bookkeeper (see organigram).





INTRODUCTION TO THE ROLE

iniva is seeking an enthusiastic, thoughtful and proactive **Assistant Librarian** to join our small, collaborative team at the **Stuart Hall Library**. This is an exciting opportunity to contribute to a nationally significant **specialist resource focused on contemporary visual art and diasporic histories**.

Working at iniva is varied and hands-on. You will be part of a welcoming, front-facing library service while also contributing to the ongoing development of a unique collection that supports artists, researchers and communities.

As part of a small team, you will have the opportunity to build experience across multiple aspects of library practice and play a meaningful role in shaping access to a globally important collection.

IDEAL CANDIDATE

We are looking for an **approachable and motivated librarian** who is committed to supporting an inclusive and research-focused library service. You will bring experience of working in a library or similar setting, along with an interest in contemporary art, diaspora narratives, and critical approaches to Black and Global Majority art collections and access. **We welcome candidates with lived experience and/or a strong connection to these areas.**

You will be confident engaging with a wide range of users and responding to research enquiries, with a strong sense of initiative and the ability to manage competing priorities. Comfortable working both independently and collaboratively, you will enjoy contributing to a small team where flexibility and shared responsibility are essential.

You will also demonstrate care and attention in collection work, alongside a willingness to learn and develop your skills, particularly in specialist areas such as cataloguing, metadata standards, or digital resources.

Experience with managing journal subscriptions, KOHA and knowledge of contemporary visual arts are desirable, but training will be provided.

We recognise that candidates bring a range of skills and experiences. If you meet most of the criteria and are excited by the role, we encourage you to apply.

JOB DESCRIPTION

Assistant Librarian (0.6 FTE)

Salary: £30,000 per annum (£18,000 pro rata)

Employment Type: Permanent contract

Hours: 3 days (21 hours) per week,

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

Reporting to: Library Manager

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

Role Purpose

The Assistant Librarian supports the day-to-day operations of the Stuart Hall Library, contributing to the delivery of an accessible, high-quality research environment. The role combines front-facing reader services with core collection management responsibilities, including supporting access to physical and digital library collections, managing journal subscriptions, and assisting with research enquiries. Working closely with the Library Manager and wider team, the Assistant Librarian also contributes to public engagement activities and supports the effective running of the library through administration, volunteer supervision, and operational duties.

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

Library Reader Services and Reception Desk

- To provide a welcoming, professional front-facing service at the reception desk, supporting library and archive users with enquiries and access to the collection.
- To carry out day-to-day reception duties on a rota basis, including responding to enquiries, processing payments, and handling scanning and photocopying requests.
- To assist with research enquiries, introducing users to relevant materials and resources.

- To facilitate access to digital collections, including reading lists, audiovisual and online resources.
- To maintain the security, care and accessibility of the library and archive space and its collections.
- To record statistics of library and exhibition visits, monitor usage, and collate user feedback for reporting purposes.
- To take responsibility for the library during designated times, including when the Library Manager is off-site.

Collections and Journal Management

- To catalogue and classify material to MARC21 and RDA standards with appropriate Library of Congress Subject Headings (LCSH) in our Library Management System (KOHA) including updating bibliographic records.
- To liaise with the Library Manager to manage print journal and e-resource subscriptions, licences and renewals.
- To liaise with the Library Manager 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 and those created by volunteers 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 donations to the library collection when necessary.

Library Programming

- To support the planning and delivery of public-facing library activities, including tours, inductions and group visits when necessary.
- To contribute to the development and delivery of audience engagement activities where appropriate.
- To assist in preparing materials and spaces for events and ensure a welcoming environment for participants.

Volunteers Supervision

- To liaise closely with the Library Manager in supervising and training library volunteers and placement students, ensuring they are supported, well-informed, and effectively assigned tasks and projects within the library space.

Professional Development and other duties

- To maintain up-to-date knowledge of developments in library and archive practice, including collection development and digital services.
- To engage with the wider sector through networks, events, and research to support professional growth.
- To contribute to the development and promotion of the library's collections, services and digital resources.

- To undertake other duties as required to support the wider work of iniva.

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

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

Essential

- Relevant 1-3 years of experience working within an art library, specialist research library, museum or higher education library.
- Experience managing journals and e-resources in a library setting
- Experience of cataloguing or knowledge of metadata standards (e.g. MARC21, RDA, AACR2)
- Experience dealing with enquiries from the public.
- 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.

Desirable

- Accredited qualification or currently undertaking a qualification in librarianship, information studies or equivalent.
- Demonstrate ability to manage a library service independently.
- Interest in and empathy for the work and ethos of Iniva.
- Keen interest or subject knowledge in contemporary arts, critical theory, politics of cultural identity and the work of Stuart Hall.
- Experience using library management systems such as KOHA.
- Experience of organising tours and group visits to a library.
- 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.



BENEFITS

iniva offers a supportive and flexible working environment, including:

- 20 days annual leave plus bank holidays and additional leave between Christmas and New Year increasing to 25 with service
- Pension contribution (3% raising to 5% after 6 months service)
- Flexible and hybrid working arrangements
- Professional development opportunities
- Access to iniva events and programmes, including a free pass to Tate Britain.

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

To apply for the role of Assistant Librarian at iniva, please send the following three documents as attachments in either PDF or Word format to recruitment@iniva.org with '**Assistant Librarian**' as the email subject:

- a **supporting statement** (of no more than 2 pages) outlining why you want to work for iniva and how you meet the person specification
- **your CV** (no more than 2 pages)
- a completed **Equal Opportunities Monitoring Form** which can be downloaded [here](#).

As part of your application, please also provide the names of two referees who can be contacted upon receipt of a conditional job offer.

Applicants must have the right to work in the UK at the time of application.

DEADLINE

The deadline for applications is **Friday 24 July 2026 at 11.59pm**.

Applications received after this time will not be accepted.



INTERVIEW DATES

Interviews will take place in **two stages** at iniva. Selected candidates will be notified by **29 July 2026** and interview questions will be sent in advance.

Candidates shortlisted for the first stage will be interviewed on **4 August**, with selected applicants progressing to a second interview on **17 July**. 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