



PLACEMENT DESCRIPTION

Job title:	Library and Archives Student Placement
Contract:	Fixed Term: 7 weeks. Part-time: 3 days/18 hours per week Starting: Tuesday 14 April 2026 Hours of work: 10:00-17:00 with a one-hour unpaid lunch break Office days: Tuesday, Wednesday and Thursday only
Location:	Working from De Morgan House, 57-58 Russell Square, London, WC1B 4HS Due to the nature of the work, we cannot offer the opportunity for remote working for this placement
Salary:	£14.80 per hour (London Living Wage)
Reports to:	LMS Library Committee Secretariat / LMS Archivist (as necessary)
Purpose:	The Library Committee of the LMS is responsible for all matters relating to the Society's collections of books and periodicals, and its archives as well as promoting the history of the Society.

The Library Committee is undertaking a special project that will expand the archive we hold of the work of Sir Christopher Zeeman, an eminent mathematician and former President of the LMS, currently housed on the LMS website. The archive was originally launched in 2015 to celebrate Christopher Zeeman's 90th birthday and the LMS's 150th.

We are looking for two students to work with the LMS Archivist alongside a relative of Sir Christopher Zeeman on reviewing and organising brand new materials, provided by the relative, to add to the Zeeman Archive, which comprises correspondence, talk notes, professional papers and other records from his academic activity.

This is an ideal placement/post for someone looking for practical experience in, and an introduction to, library and archive management. It would suit someone intending to apply for a relevant postgraduate course or who has recently completed one.

Key Internal Relationships: LMS Library Committee Secretariat / LMS Archivist

Key External Relationships: LMS Members.

Main responsibilities:

- To work 3 days per week (on Tuesday, Wednesday and Thursday) for a period of up to 7 weeks.
- To describe and index correspondence, talk notes, professional papers and other materials for inclusion in the Sir Christopher Zeeman Archive
- To update the Archivist weekly by email on the status of the projects and to report weekly to the LMS Library Committee Secretariat.
- To produce an end-of-placement report for the Archivist / LMS Library Committee Secretariat.
- To undertake other work from time to time as requested by the Archivist / LMS Library Committee Secretariat.

PERSON SPECIFICATION

Qualifications

Educated to degree level (Essential).

Skills and experience

- Previous experience of working in a library or archive (paid or voluntary) (Essential).
- Excellent communication skills, both written and verbal, for example, being able to write concise descriptions. (Essential).
- Excellent team-working skills, for example, ability to work in a small team. (Essential).
- Excellent organisational skills, for example, being able to plan daily tasks and work unsupervised. (Essential).
- Technical skills including use of MS Word, Excel, Teams and Outlook. (Essential).
- Experience of adding content to websites (Essential)
- Use of MS Access or another database. (Desirable).

Knowledge and understanding

- Good use of English, both spoken and written. (Essential).
- Interest in the history of mathematics (Desirable).

Personal Attributes

- High level of accuracy with a strong eye for details.
- Highly organised individual.
- Flexible in approach with the ability to multitask and to participate both individually and as part of a small team.
- Strong interpersonal skills to enable effective interaction with people at all levels including Council members, senior academics and members of the Society.
- Ability to work on own initiative during unsupervised periods.
- Willingness to undertake tasks at all levels.

Additional Information

To apply: Please complete the application form, which is available from the Society's website (<https://www.lms.ac.uk/jobs-at-the-lms>) or by contacting Clare Ralphs for an application form; email: clare.ralphs@lms.ac.uk

Please return your completed application form to; recruitment@lms.ac.uk

Enquiries: For further information about the role, please contact Kieran O'Connor email librarian@lms.ac.uk

Application Deadline: Wednesday 4 March 2026, 23:59 (GMT)

Interviews to be held online: 16 and 17 March 2026

Placement Start Date: Tuesday 14 April 2026