PLACEMENT DESCRIPTION

Job title: Library and Special Collections Student Placement

Contract: Fixed Term: 8 weeks. Part-time; three days per week
Starting: w/c 9 May 2022 – ending w/c 27 June 2022
Hours of work: 10.00am – 5.00pm with one-hour unpaid lunch break

Location: Hybrid: working from De Morgan House, 57-58 Russell Square, London, WC1B 4HS and from home. Working entirely remotely will also be considered. Equipment will be provided by the Society.

Grade: £11.50 per hour

Reports to: Publications Assistant / Archivist (as necessary)

Purpose: To assist with managing the Society’s Special Collections. This will primarily be working on the following projects:

- Indexing and uploading past issues of the LMS Newsletters
- Surveying for deposited papers of LMS Presidents

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: Publications Assistant, Archivist, LMS Librarian

Key External Relationships: LMS Members

Main responsibilities:

- To work three days per week (Tuesday to Thursday) for a period of up to 8 weeks.
- To index and upload to the LMS website digital copies of past issues of the LMS Newsletter (1973-2001).
- To locate papers of past LMS Presidents deposited in archive repositories, and complete a survey resource for researchers.
- To update the Archivist weekly by email on the status of the projects, and to report weekly to the Publications Assistant.
- To produce an end of placement report for the Archivist/Publications Assistant.
- To undertake other work from time to time, as requested by the Archivist/Publications Assistant.
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 ability to multi-task 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/content/jobs-lms) or by contacting Clare Ralphs for an application form; tel. (020) 7291 9979, email: clare.ralphs@lms.ac.uk

Please return application forms to Clare Ralphs; clare.ralphs@lms.ac.uk

Enquiries: For further information about the role, please contact Anna Agathopoulou; email librarian@lms.ac.uk

Deadline: 12pm on 8 March 2022

Interviews to be held online: 31 March 2022

Placement Start Date: w/c 9 May 2022