PLACEMENT DESCRIPTION

Job title: Library and Special Collections Student Placement.

Contract: Fixed Term; up to 8 weeks. Part-time; three days per week (starting w/c 5 July 2021 – ending w/c 23 August 2021). Hours of work; 10.00 – 5.00pm with one hour unpaid lunch break.

Location: Remote. Equipment will be provided by the Society.

Grade: £9.50 per hour

Reports to: Society Communications Officer / 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: Society Communications Officer, Archivist, LMS Librarian

Key External Relationships: LMS Members.

Main responsibilities:

- To work three days per week (from Monday to Friday) 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 Society Communications Officer.
- To produce an end of placement report for the Archivist/Society Communications Officer.
- To undertake other work from time to time as requested by the Archivist/Society Communications Officer.
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 John Johnston (tel: (020) 7927 0804; email librarian@lms.ac.uk)

Deadline: 5 pm on 14 May 2021

Interviews to be held online: 3 June 2021

Placement Start Date: w/c 5 July 2021