



LONDON
MATHEMATICAL
SOCIETY
EST. 1865

PLACEMENT DESCRIPTION

- Job title:** Library and Special Collections Student Placements (2 vacancies).
- Contract:** Fixed Term; up to 12 weeks. Part-time; two days per week
- Grade:** £8.50 per hour
- Reports to:** Membership & Grants Manager / Archivist (as necessary)
- Purpose:** To assist with managing the Society's Special Collections. This will primarily be working on the following projects:
- Describing and Indexing the Council and Meeting minutes, 1966-1973
 - Describing and Indexing deposited papers.
 - Assisting with cataloguing of the Philip Hall archive.

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: Membership & Grants Manager, Archivist, LMS Librarian

Key External Relationships: LMS Members.

Main responsibilities:

- To work two days per week (from Monday to Friday) for a period of up to 12 weeks with another Library and Special Collection Placement holder.
- To work in a team with the other role holder.
- To write descriptions and complete indexes of the Council and Meeting minutes, 1966-1973.
- To write descriptions and complete indexes of deposited papers.
- To assist with cataloguing the Philip Hall Archive.
- To assist with relocating parts of the Society's collection, including safe manual handling of objects and records.
- To assist with enquiries related to the Society's collection.
- To update the Archivist weekly by email on the status of the projects and to report weekly to the Membership & Grants Manager.
- To produce an end of placement report for the Archivist/Membership and Grants Manager.
- To undertake administrative duties (photocopying, filing etc).
- To undertake other work from time to time as requested by the Archivist/Membership & Grants Manager.

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 and Outlook. (Essential)
- Use of MS Access or another database. (Desirable)

Knowledge and understanding

- Good use of English, both spoken and written. (Essential)
- An understanding of the workings of a library or archive beneficial.
- 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 in a small office and to participate both individually and as part of a 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 India Sivyer for an application form; tel (020) 7291 9979, email: india.sivyer@lms.ac.uk

Please return application forms to India Sivyer; india.sivyer@lms.ac.uk

Enquiries: For further information about the role, please contact Elizabeth Fisher (tel: (020) 7291 9973; email Elizabeth.fisher@lms.ac.uk)

Deadline: 5 pm on Wednesday 6 March 2019

Interviews to be held Thursday 14 March 2019

Placement Start Date w/c 22 April 2019