**Library Curatorial Assistant**

10-month contract to cover parental leave from 4 July 2022

3 days per week (ideally Monday, Wednesday and Thursday)

£25,000 p.a. (pro rata)

**Background**

Sir John Soane’s Museum is the home of the great Regency architect Sir John Soane (1753-1837), and it displays his collection of antiquities, furniture, models and paintings arranged as they were at the time of his death. In addition, it preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the ‘supreme example of the house-museum in the world’ and remains an iconic inspiration for architects, artists and designers.

As a national museum, we are committed to being a source of knowledge and inspiration. Through our unique context of being the former home of a great architect, collector and educator, we aim to stimulate the world’s highest standards of creativity, research and learning.

The library team (The Archivist and Head of Library Services, the Curator of Drawings and Books and the Trainee Adam Drawings Cataloguer) are responsible for cataloguing Soane’s collection of drawings, books and archives, making them available to scholars by appointment in the Research Library and answering enquiries from members of the public and other members of staff. They also help the Exhibitions department with the selection and interpretation of items from the collection for exhibitions and assist with the installation and de-installation of temporary exhibitions in the Museum’s exhibition galleries. They participate in the programme of public and commercial tours of the Museum. Lastly, they act as couriers when items from the collection are lent to exhibitions at external venues.

**Role Profile**

The Museum is looking for an experienced person to provide part-time support to the library team during the parental leave of the Curator of Drawings and Books. The successful candidate will report to the Archivist and Head of Library Services. Duties will include:

* Supervision of visitors to the Research Library, including the retrieval and return of library material
* Day-to-day support for the Trainee Adam Drawings Cataloguer
* Supervision of library volunteers
* Writing entries for the online Adam drawings catalogue
* Answering selected public and internal enquiries
* Assisting with library teaching sessions
* Undertaking loan couriering as necessary
* Helping with installation/de-installation of Museum exhibitions as necessary
* Participating in the rota of public and commercial tours and talks

**Person Specification**

Essential

* A degree in a relevant subject
* Experience of cataloguing architectural drawings
* Good working knowledge of the cataloguing database Collections Index+ (CI+)
* Detailed knowledge of the Adam brothers’ work and an awareness of the Adam drawings collection at Sir John Soane’s Museum
* Experience of giving tours

Desirable

* Experience of supervising in a Research Library
* Experience of answering public enquiries
* Knowledge of the Soane Museum collections

**Application procedure**

Application in the form of a curriculum vitae and supporting letter, together with the names and addresses of two referees, should be sent to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk)

The closing date for applications is midday on 4 May 2022

Interviews will be held at the Museum on 23 May 2022

If you have any queries please contact Sue Palmer on [spalmer@soane.org.uk](mailto:spalmer@soane.org.uk)

The Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion and welcomes applicants from all backgrounds.

Website: [www.soane.org](http://www.soane.org)

Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Digital, Culture, Media and Sport.