



Assistant Librarian (User Services)

Role description

The purpose of the job is to make library and archive resources – and the information contained within them – available and accessible to researchers, internal customers and the general public. The post-holder is line managed by the Librarian at [Museum of Freemasonry](http://www.museumoffreemasonry.org).

Prior knowledge of freemasonry is not required.

Key responsibilities:

- Supervise the Reading Room facilities at Museum of Freemasonry, co-ordinating with the Librarian, Archivists and Front of House team
- Support readers by identifying and or suggesting relevant resources
- Invigilating the Reading Room to prevent theft of collection items and to ensure that resources are correctly handled to prevent damage
- Collecting resources for readers and re-shelving them
- Ensuring that all new readers are registered and are aware of the Reading Room rules
- Administer and take payments for photocopying and scanning requests by readers, including the use of personal photography licenses
- Copy and digitise resources
- Manage and co-ordinate public enquiries coming into the Museum via email, ensuring that they are passed to the appropriate member of staff to answer
- Answer written, emailed and telephone enquiries relating to the Library so they can be answered from material in the Library
- Co-ordinate lodge and Provincial history enquiries, liaising with the Archives team when necessary
- Answer family history enquiries
- Provide background notes and other research support to the United Grand Lodge of England
- Creating resources for the public such as, reading lists, website content, displays, talks etc.
- Representing the Museum at occasional external events, such as family history events
- Provide support to Front of House team when required
- Deputise for the Librarian when appropriate
- Perform other duties as required by management

Person specification

(E) means Essential; (D) means Desirable

Qualifications

- Educated to degree level/PG in a relevant library or information qualification (E)
- Good degree in history, humanities or similar, or equivalent experience (D)

Experience

- A minimum of 2 years' experience of working in library or information environment (D)
- Some knowledge of British history since 1700 would be an advantage (D)
- Prior knowledge of freemasonry is not required

Skills

- Excellent written and interpersonal communication skills (E)
- Committed to a high level of customer care (E)
- Good team working skills (E)
- Flexibly and adaptability (E)
- Good time management (E)
- Good IT skills (E)
- Research skills (E)
- Physical ability to retrieve library books from book stacks (D)

Hours of work

35 hours per week on a rota, to include regular weekends, with occasional bank holidays and evenings. The role will be subject to a 3 month probationary period.

Salary and benefits

The salary is £28,000

Other benefits include

- Health insurance
- Membership of the United Grand Lodge of England's contributory pension scheme
- Option to join corporate gym membership scheme
- Interest-free season ticket loan

To apply, please send a CV and a covering letter explaining how your skills and experience meet the requirements of the role to Elizabeth Gay, HR Director, at egay@ugle.org.uk. The deadline for applications is 5pm on Monday 28 June.