Background

The Directorate of Special Collections & Archives manages research holdings of national and international standing of rare books, private and institutional monograph collections, pamphlets, photographs, private papers, and records of corporate bodies. It has particular strengths in the fields of politics, media and communications, and education, with holdings for, e.g., the British & Irish Communist Organisation, Charles J. Haughey, Mary Kenny, the Kildare Place Society, Sean Lester, Frank McDonald, Mary Raftery and the Union of Students in Ireland.

Role Profile

The successful candidate will join the Directorate of Special Collections & Archives (SC&A). They will have responsibility for listing, arranging, cataloguing and promoting archival collections of papers, correspondence and photographs of private individuals and corporate bodies; for producing finding aids; for managing and implementing digitisation processes; for advising on standards and practices for the conservation and preservation of print and multi-media resources; for promoting the use of such resources including the organisation of exhibitions and events; and for advocacy of collections generally.

They will also have responsibility for prioritising the selection, management and preparation of archive resources generally. The successful candidate will work closely with the Special Collections & Archives team who have responsibility for managing DCU Library’s rare, historic and heritage research holdings.

Key duties and responsibilities

The principal duties and responsibilities of the position may include but are not limited to the following:

- To appraise SC&A holdings from an archives perspective and to advise on the general prioritisation of collection organization and management;
- To advise on storage and conservation needs of, and standards for print, multimedia and digital archive collections;
To propose and implement a programme of organisation and description of archive materials and formats, the production of print and digital finding aids, the manner of access to such materials and formats, the timing of such access, and to implement such a programme in line with library priorities and instructions;

To assist in the development of, and to implement a specific programme for making the Haughey collection, or modules thereof, available for research consultation;

To manage metadata in archive management systems (Adlib, or equivalent);

To develop and implement a programme for the digitisation of materials, and the management of digital objects;

To develop systems for reporting on archive management and usage, and to generate statistics on management and usage;

To assist in the development of a web presence for archive materials (such as web pages, online exhibitions, external hosting, etc.);

To provide reference and consultation services for researchers, including participating in desk rotas;

To collaborate with library and university, students and external agencies in the conduct of projects and events;

To lead and participate in the development, organisation and promotion of physical and online exhibitions, displays and general promotion of collections, including the use of and provision of content for social media and web-based tools.

Other:

To engage in continual professional development and with appropriate professional bodies;

To engage in advocacy to bring collections to the attention of academic and student researchers within the University and externally, and to the wider public;

To contribute to the overall development of library services;

To have duties varied, and perform them as required by the University Librarian.

Experience and qualifications

Minimum requirements:

- Have a primary degree, and a university postgraduate qualification in archival studies from a course accredited by a professional body in archives;
- Have at least 4 years relevant experience in an archive or library environment;
- Have relevant knowledge or experience of the digital aspects of archive management;
- Be highly motivated, flexible and have the ability to work to deadlines and prioritise workloads;
- Demonstrate excellent communication, written and presentation skills;
- Demonstrate a high level of competency in IT;
- Be proficient in the use of archival description standards such as ISAD(G), and archival management systems such as Adlib.
Qualities:

- Be well organised and able to co-ordinate and progress tasks on their own initiative;
- Be able to work to tight deadlines and prioritise tasks;
- Have well-developed team and relationship-building skills.

Mandatory Training
The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary scale: €39,465 - €54,344 (Assistant Librarian 1)

*Appointment will be commensurate with qualifications and experience.

Closing date: 5th November 2019

Application Procedure:
Application forms are available from the DCU Current Vacancies (open Competitions) website at https://www4.dcu.ie/hr/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email:

Subject line: Job Ref BC1025– Archivist Library – DCU

Applications should be submitted by email to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, Dublin 9, D09W6Y4.

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.