Assistant Librarian, Henry Moore Institute, Leeds

Full time, Tuesday to Saturday (35 hours/week)
To start July 2024

Information for candidates
Advertisement

Assistant Librarian, Henry Moore Institute

Full time: 35 hours/week (Tuesday to Saturday)
Permanent contract
Salary: £28,000 p.a. plus 12.5% pension contribution + other benefits
Location: Henry Moore Institute, Leeds city centre

This is an excellent opportunity to work in an important role in a leading arts organisation, within a friendly, team-focused culture. The Henry Moore Institute’s Sculpture Research Library offers unparalleled access to resources on sculpture.

The Assistant Librarian supports the day-to-day operation of the Henry Moore Institute Research Library including accessioning and cataloguing books and pamphlets, leading library tours and providing a welcoming reception desk service to users. In addition, you will manage and develop the Institute’s unique collection of audio-visual resources including cataloguing images, sound recordings and films about sculpture, on the Institute’s Digital Asset Management System (iBase).

You will have a degree or post graduate qualification in librarianship, information studies or relevant experience within an art, specialist library, museum or higher education institutional library. You will enjoy working with digital collections, systems and tools. You will be proactive and approachable with experience of cataloguing resources to international standards as well as excellent IT skills, a knowledge of audio-visual formats and an awareness of best practice in digital preservation.

The role includes enquiry desk duties and regular routine duties to maintain and care for the library collections.

We value a diverse workforce and welcome applications from all sections of the community and underrepresented groups.

If you are excited by this opportunity and, having read the job specification, you have the skills and experience to meet the requirements of the role, we would be pleased to receive an application from you. A recruitment pack, application and equal opportunities monitoring forms are available on our website, where further information can be found about the Henry Moore Foundation: http://www.henry-moore.org/working-with-the-foundation

Please return your completed form to Louise Olley, HR Manager at Recruitment@henry-moore.org by 10am Monday 3 June 2024.

Interviews will take place for shortlisted candidates in Leeds on Tuesday 11 June 2024.
About the Henry Moore Foundation

1. Introduction

“Henry Moore changed the way we see sculpture. His Foundation continues to do so today.”

The Henry Moore Foundation was established by one of the greatest sculptors of the twentieth century. Today it is the largest artist-endowed grant-giving foundation in Europe. At the Foundation, we would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Henry Moore. We want to inspire and inform people of all ages and backgrounds, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international touring of our collection; and to support the development of sculpture through our grants programme. We have bold ambitions that require us to capitalise on our assets in order to achieve these aims.

The Henry Moore Foundation is a registered charity, founded by the artist in 1977, in the last decade of his life, to encourage public appreciation of the visual arts, and in particular the works of Henry Moore. Our primary objectives are to preserve Moore's legacy at his home in Hertfordshire and through exhibitions of the Henry Moore Collections worldwide; supporting the study of sculpture and research at the Henry Moore Institute in Leeds; and awarding grants to sculpture projects in the UK and abroad.

2. Henry Moore Institute, Leeds

The Henry Moore Institute is a world-recognised centre for the study of sculpture, where we aim to make a significant impact on the future of art history, placing sculpture right at the centre. We achieve this through a programme of exhibitions, engagement and research that consistently re-thinks how we understand sculpture today, continuing Moore's legacy by making sculpture a necessary and relevant part of contemporary culture.

The Institute is firmly rooted in Yorkshire, where we work in partnership with Leeds Art Gallery to manage their sculpture collection and archive of sculptors' papers, alongside the Henry Moore Institute library, which offers unparalleled access to material on sculpture. Readers are able to explore this unique reference resource and study sculpture in our beautifully designed reading rooms. The library and archive are free to use and all visitors are welcome. Together with a year-round exhibitions programme, these facilities provide an important research centre.

More information about the Sculpture Research Library can be found on our website: https://henry-moore.org/henry-moore-institute/research-library-and-archive/

The Institute attracts over 100,000 visitors each year with free admission.

The Institute is currently closed for an ambitious refurbishment project designed to elevate our spaces and redefine the audience experience; reopening in Summer 2024.

3. Henry Moore Studios & Gardens, Perry Green

Perry Green is the small hamlet near Much Hadham in rural East Hertfordshire, where Henry Moore made his home. Moore lived in Hoglands with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation.

We welcome around 23,000 visitors plus 2,000 school children to Henry Moore Studios & Gardens each summer season, where they experience Moore’s home and studios and learn
about his monumental bronze sculptures sited in the natural environment as he preferred. Our grounds cover 72 acres of beautiful countryside, from natural meadows and woodland to formal gardens, and include the Sheep Field Barn Gallery, where visitors can discover more about Moore and his work.

4. **Grants**

Our grants programme continues Moore’s legacy by supporting the growth and development of sculpture (historical, modern and contemporary) and through funding research that expands the appreciation of sculpture.

5. **Principal Aims of the Role**

The Assistant Librarian facilitates access to and use of the Research Library and Archive Collections by readers and researchers. Working with the Librarian, they provide a professional high quality library service, assisting in the cataloguing and promotion of the collections. They develop, manage and preserve a publicly available collection of audio-visual material, supporting the aims of the Institute by encouraging the study of sculpture.

6. **Job Description**

- Accession and catalogue incoming library material on the Library Management System (Liberty) and maintaining authority files.
- Develop and maintain the Institute’s Digital Asset Management System (iBase), holding an archive of image, sound and film resources.
- Select and acquire new audio-visual resources and process incoming resources, including identification and cataloguing.
- Create and implement workflow procedures for the digitisation of analogue media.
- Liaise with the programme team to ensure that the Institute’s exhibitions and events are recorded for the library and work with Leeds Art Gallery staff to ensure that the Leeds Sculpture Collection is documented on the Digital Asset Management System (iBase).
- Ensure the preservation of analogue and digital audio-visual material.
- Apply laws governing copyright and access to analogue and digital material. Assist the curatorial team on matters relating to copyright.
- Carry out duties on the welcome desk, including registering visitors, assisting readers and ensuring appropriate use of the reading rooms and security and care of resources.
- Facilitate access to physical and digital resources and equipment, including retrieving items from closed access storage and helping readers to access online databases.
- Provide library inductions to groups as required.
- Maintain and develop an awareness of sculpture related resources in order to assist researchers.
- Prepare reports using the Library Management System and maintain statistics on library usage.
- Liaise with IT staff and system suppliers to resolve technical problems.
- Deputise for the Librarian when the Librarian is off-site, to supervise the operation of the library.
- Work in partnership with the marketing team to promote the library collections.
- Advise on the content and use of the collections, particularly the audio-visual collection.
- Primary contact for the British Library National Life Stories recordings accessible at the Institute, handling administration, processing recordings and access to equipment.
- Select appropriate recordings for the National Life Stories sound point.
- Keep the library tidy and its resources maintained and in order, including re-shelving items and undertaking regular shelf tidying and stock moves.
- Any other duties that may reasonably be required.
7. **Line Management**

The Assistant Librarian reports to the Librarian.

8. **Person Specification**

The following experience, skills and attributes are essential [E], or desirable [D], to fulfil this role:

- Degree/post graduate qualification in librarianship, information studies or relevant experience working within an art, specialist library, museum or higher education institutional library [E]
- Experience of working with digital collections, systems, and tools [E]
- Knowledge and experience of using library management systems and collection databases [E]
- Knowledge of cataloguing and metadata standards [E]
- Proficiency in MS Office packages [E]
- Excellent organisational and time management skills and attention to detail [E]
- Understanding of copyright issues in relation to library services, including digital material [E]
- Ability to work both independently and as part of a team [E]
- Familiarity with Library of Congress Subject Headings [D]
- Knowledge of visual arts, especially sculpture [D]

Additionally, we expect all employees at the Henry Moore Foundation to share and work to our core values:

- Generous & Inclusive: work together, share across teams, nurture relationships and enable others
- Respect & Value: be ethical, respect differences, listen to others and acknowledge effort
- Visionary & Creative: forward thinking, enthusiastic, keep learning, inspire and engage others

9. **Basic Terms and Conditions**

- This is a full time, permanent position.
- The salary offered for this position will be £28,000 per annum.
- The normal working week is 35 hours, five days per week, Tuesday to Saturday (09:15 to 17:15) including one hour (unpaid) breaks.
- Occasional out-of-hours attendance at events may be required; time off in lieu may be requested. Time off in lieu must be taken within reasonable time and cannot be allowed to accrue over one month. No payment will be made in lieu of un-used 'time off in lieu'.
• 23 days’ paid leave per annum plus the bank holidays in England, plus three additional days at the discretion of management (usually offered between Christmas and New Year when the Foundation's offices are closed). The leave year runs from 1st April to 31st March.

• Permanent employees are auto-enrolled into a contributory pension scheme through Scottish Widows. Employer contributions are 12.5%. Employees are required to pay a contribution of 5% (you can pay more if you wish). All employees are advised to make contributions into a pension scheme. You may opt out if you chose to do so. Further details will be given to appointed candidates.

• Probationary period of six months.

• Notice period of one calendar month or one week during the probationary period.

• The place of work is the Henry Moore Institute, 74 The Headrow, Leeds LS1 3AH though some travel should be expected. All travel expenses will be reimbursed in accordance with the Foundation’s Expenses Policy.

• The selected candidate will be required to provide a passport and proof of address or other evidence to show that they are eligible to work in the UK.

• The selected candidate will be required to undertake a DBS (Disclosure and Barring Service) check before permanent employment will be confirmed; employment will not be unreasonably withheld, but if the DBS check discloses any findings that are relevant to the employment and which were not declared on the job application form or at the time of an offer of employment, then this may result in the withdrawal of an offer of employment.

10. Staff Benefits

• We want everyone to be the very best that they can be and we will work closely with you to agree some clear performance goals which provide you with continual development. We support you on your development at work and your career goals.

• Enhanced benefits for maternity, paternity and adoption pay.

• Time off for family emergencies (unpaid) and compassionate leave (paid) is awarded in the unfortunate event of the death of a direct family member.

• Free access to our 24-hour confidential personal assistance and counselling scheme offering a wide range of support services e.g. managing money, retirement, returning to work after a break, bereavement, advice with caring for relatives, divorce, abuse, etc.

• Company sick pay (includes SSP) on the completion of 6 months’ service.

• Vouchers for a free eye sight test for DSE (Display Screen Equipment) users.

• Interest-free loan of up to £1000 to assist with the purchase of annual travel tickets, a car, bicycle, personal computer/laptop.

• 20% Discount in the HMF book/gift shops.
11. **Application Process**

If you are interested in this position and, having read the job specification, you meet the requirements of the role, we would be delighted to receive an application from you. Please apply using the application form which is available on our website: [https://henry-moore.org/jobs](https://henry-moore.org/jobs). When completing the form it would be helpful if you could address the requirements of the person specification and tell us about any gaps in your employment history. Thank you.

Further information about the Henry Moore Foundation is available at our website: [http://www.henry-moore.org](http://www.henry-moore.org)

Please return your completed form (no CVs please) to Louise Olley at recruitment@henry-moore.org by **10am, Monday 3 June 2024**.

Interviews will take place for shortlisted candidates in Leeds on **Tuesday 11 June 2024**.

Thank you for your interest in the Foundation.

Human Resources Department, Henry Moore Foundation