

Call for Curator Archivist at dlr LexIcon

Introduction

Dún Laoghaire-Rathdown County Council invites applications for a part-time Curator Archivist for the period April 2018 to March 2019. This Curator Archivist will be managed by Dún Laoghaire-Rathdown County Library service at dlr LexIcon.

The Curator Archivist post is open to those holding a professional qualification which is recognized by the Archives and Records Association, UK and Ireland. The appointee will work closely with the Local Studies Librarian, reporting to the Senior Executive Librarian, dlr LexIcon.

The Curator Archivist will be based in the Reading Room of the Local Studies Dept. on Level 5, dlr LexIcon. This room may be shared with members of the public accessing material on an appointment basis.

Budget information

The fee for the Curator Archivist is €23,500. This amount is to be fully inclusive of fee and expenses. A separate budget for archival materials and displays/exhibitions will be managed by the Library Service.

This is a part-time curatorship and will require flexibility around contact hours of 20 hours per week.

Full budget information and details on contact hours will be discussed with successful applicant prior to commencement of curatorship.

The Curator Archivist will be paid via the payroll system. They will not become employees of Dún Laoghaire-Rathdown County Council and are treated as employees solely for taxation purposes. Standard deductions will apply.

Curator Archivist objectives

To create opportunities for the Curator Archivist to:

- Prepare strategy for archival collections in Local Studies Collection of dlr LexIcon, outlining a programme of works and digitization projects for the next 3 years. Complete 1-2 projects by end March 2019.
- Complete inventory and overview of archival collections in Local Studies Collection of dlr LexIcon. This will also include all relevant donations received since dlr LexIcon opened in December 2014.
- Promote awareness of the diversity of the archival collections in the Local Studies Collection at dlr LexIcon with the assistance of the Local Studies Librarian and Senior Executive Librarian at dlr LexIcon.
- Provide advice on approved conservation, storage and presentation of physical archival material, including sourcing of proper storage, conservation and display aids for same.

Curator Archivist brief

This position is an exciting new Curatorship that will lead in the planning and development of the archive resources at dlr LexIcon. The strategy devised by the Curator Archivist will assist in the implementation of digitization projects to the highest archival standards and will set in place archival standards of preservation for physical materials in the collection.

In advance of the curatorship the following will be agreed:

- A programme of work that is flexible and responsive to all stakeholders.
- Clear roles and responsibilities for the Curator Archivist.
- A structure for the ongoing support of the Curator Archivist.
- Ongoing review and evaluation; regular meetings.

It should be noted that this is a part-time curatorship, which will require flexibility around contact hours.

Required Qualifications and Experience

- Post-graduate qualification in Archival and Records Management which is recognized by the Archives and Records Association, UK and Ireland.
- Proven knowledge of best practice in Archives management.
- Some expertise in one or more aspects of digital preservation, data curation, digital archiving, research data management.
- Experience in project management.
- Evidence of ability to take initiative and work independently, while also working flexibly as a member of a team.
- Excellent communications skills, both oral and written. Ability to engage with team and stakeholders professionally and with confidence.
- Evidence of strong organisational and self-motivational skills and the ability to work to deadlines.

Key Duties

- Prepare strategy for archival collections in Local Studies Collection of dlr LexIcon, outlining a programme of works and digitization projects for the next 3 years. Complete 1-2 projects by end March 2019. Recommend and source appropriate hardware, software, conservation, storage, preservation and display equipment and supplies. Research and advise on intellectual property and legal protection.
- Complete inventory and overview of archival collections in Local Studies Collection of dlr LexIcon, incorporating international best practice in research data management, working closely with dlr LexIcon staff. This inventory will also include all relevant donations received since dlr LexIcon opened in December 2014.

- Promote awareness of the diversity of the archival collections in the Local Studies Collection at dlr LexIcon with the assistance of the Local Studies Librarian and Senior Executive Librarian at dlr LexIcon. This may include reports, fact sheets, guidelines, displays, social media and public presentations.
- Assist the Local Studies Librarian with advocacy and collection development. Develop and/or maintain relationships with organizations who may assist with digitization projects.
- Contribution to relevant grant and funding proposals if suitable projects arise.
- Any other duties as assigned.

Selection process

Applicants should submit the following:

- A typed curriculum vitae (maximum 3 pages) outlining qualifications and relevant experience.
- A brief statement outlining how you meet the required qualifications and how you would deliver the responsibilities to a high standard (maximum 2 pages).

Please note: Applicants must submit three copies each of CV and statement.

Please ensure that all submitted materials are clearly marked with the applicant's name. Please note that email applications will not be accepted.

Closing date: 12 noon on Monday 5 March 2018

Criteria for selection

- Qualifications and experience in working on archival projects of all kinds. (50/100)
- Evidence of experience working on aspects of digital preservation and/or digital archiving. (25/100)
- Evidence of good communication skills and ability to work to deadlines. (25/100)

Interviews

Applicants will be short-listed on the basis of their submissions and short-listed applicants may be called for interview during the week beginning 19 March.

Summary of key dates

Friday 9 February 2018: call for submissions.

Monday 5 March 2018: closing date for receipt of submissions at 12.00 noon.

Week of 19 March: interviews for short-listed applicants.

The residency will begin in April 2018 and last until the end of March 2019. The residency may be extended for a maximum of 2 further years depending on available funding and satisfactory outcomes.

Background Information

dIrl LexIcon - Central Library and Cultural Centre:

In December 2014, dIrl LexIcon had a soft opening for the public, with the official opening taking place in April 2015. This iconic public building is a crucial part of a programme of regeneration in Dún Laoghaire. It is a vibrant centre of learning and creativity for all those who live, work in and visit the county.

The library accommodates general reading rooms with a rich collection of some 80,000 books, DVDs and CDs and a dedicated Local Studies repository on the top floor with 40,000 books (many housed in storage on Level 2) and an archives collection which includes donations of various sizes, received since dIrl LexIcon opened in 2014. The children's library is a state of the art venue, catering for the varied needs and interests of all children and is a pivotal support for primary and post primary schools in the County. The dIrl Municipal Gallery, Studio theatre (accommodates 125 people), LexIcon Lab, Café and meeting rooms are also housed in the building.

On busy days, dIrl LexIcon has some 2,500 users, and is growing in popularity as a place to visit, particularly with events such as Family Days, Mountains to Sea dIrl Book Festival, Children's Book Festival, Life Long Learning and Science Week programmes. Since it opened, dIrl LexIcon has welcomed over 500,000 visitors per year through its doors and has firmly established itself at the heart of the community, providing space for learning and research, to develop, create and share ideas.

Further information can be found on the website <http://libraries.dIrlcoco.ie/>. In particular, see Local Studies Guidelines 2015-2019 and the Collection Development Policy at <http://libraries.dIrlcoco.ie/using-your-library/policies-and-publications>.

Support from Dun Laoghaire Rathdown County Council

Dún Laoghaire-Rathdown County Library Service will act as the liaison support between the Curator Archivist, the local authority and local communities throughout the residency. It will also provide a limited amount of administrative support where required. The Local Studies Librarian will liaise closely with the Curator Archivist and the Senior Executive Librarian will be their line manager, responsible also for administering contracts and payments.

Child Protection

In accordance with the national Child Protection Guidelines *Children First*, the selected candidate will be required to follow child protection procedures as specified by Dún Laoghaire-Rathdown County Council.

The successful candidate will be required to undergo Garda Vetting.

Insurance

The Curator Archivist agrees to keep the Council fully indemnified against all claims howsoever arising and howsoever caused in respect of any damage, loss or injury of any kind or nature, whether arising directly or indirectly from the provision of the residency and to provide evidence of Public Liability insurance which indemnifies Dún Laoghaire-Rathdown County Council with a limit of indemnity of €6.5 million.

It is the responsibility of the Curator Archivist to ensure that other person(s) not employed by Dún Laoghaire-Rathdown County Council, but employed by the Curator Archivist to assist them with the post have adequate Public Liability (€6.5 million) and Employer's Liability (€13 million) cover which indemnify both Dún Laoghaire-Rathdown County Council and the Curator Archivist.

Freedom of Information

The provisions of the Freedom of Information Act 1997-2003 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive.

Prompt Payments

Under the Prompt Payments Accounts Act, the Local Authority is obliged to pay within 15 days, upon receipt of a valid invoice.

Applications should be submitted to:

Marian Thérèse Keyes, Senior Executive Librarian: dlr LexIcon and Reader Development, dlr LexIcon, Haigh Terrace, Moran Park, Dún Laoghaire, County Dublin. A96 H283

Closing date: 12 noon on Monday 5 March 2018

Queries: Please refer any queries to Marian Thérèse Keyes, Senior Executive Librarian, dlr LexIcon and Reader Development E: mkeyes@dlrcoco.ie or Phone: (01) 236 2716.

Please note that Dún Laoghaire-Rathdown County Council reserves the right not to appoint if none of the applications received are deemed to be suitable. In this instance Dún Laoghaire-Rathdown County Council reserves the right to pursue a different procurement process.

The Curator Archivist is funded by Dún Laoghaire-Rathdown County Council.