

H.W. Wilson Foundation Fellowship

The National Gallery of Ireland (NGI) is Ireland's major national cultural institution devoted to the collection care and interpretation of fine art. The H.W. Wilson Foundation has generously provided support for the development of a Library & Archives Fellowship programme at the NGI. This paid Fellowship is an opportunity for new and recent graduates of librarianship, archival and museum studies to receive training and guidance in the unique setting of a national cultural institution. Working as part of the Library & Archives team, graduates are introduced to the challenges presented by the diverse holdings of a national cultural institution and the latest technologies and thinking on managing heritage and special collections. A comprehensive overview of the unique roles of staff in museum libraries and archives is provided highlighting the wide range of skills required to manage a collection which ranges from rare volumes, artists monographs, collection catalogues, serials, artworks, photographs, original manuscripts, ephemera and objects to the latest digital and online resources. Graduates also receive an introduction to the skills required in caring for these collections and contribute to facilitating access to and promoting the collections through outreach activities, displays and the development of web and online resources.

The NGI wishes to recruit an individual interested in pursuing a career working with museum library and archive collections for the **H.W. Wilson Foundation Fellowship**. Reporting to the Head of the Library, Archives and Website the successful candidate will:

- Support the daily operations of the Library & Archives
- Deal with enquiries and provide assistance to researchers
- Supervise reading rooms
- Support cataloguing and processing of collections
- Contribute to digitisation and online projects
- Provide support to the team working on the library and archive collections
- Complete other duties as required

The successful candidate will have:

- A primary degree in the humanities, library, archive or museum related field
- A demonstrated interest in art, special collections and archives
- An ability to work on own initiative as well as part of a team
- Excellent interpersonal and communication skills (both oral and written)
- An awareness of current trends and developments in libraries, archives, galleries and museums
- Advanced IT skills and a familiarity with cataloguing and processing collections
- An enthusiasm and interest for working in a cultural institution and a willingness to contribute to a positive working environment

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the view of new structures and / or the changing needs of the Gallery. All employees are required to be compliant with NGI screening, security and Garda vetting procedures.

Grade and Salary: Salary will be in accordance with point 1 of the Library Assistant Class 2 Salary Scale (PPC), currently €24,950 per annum.

Duration: Fixed Term contract - 2 year

Closing date for receipt of applications: 12noon, Friday 23rd June 2017.

Interviews: scheduled week commencing 17th July 2017

How to apply: Interested applicants should send a cover letter and curriculum vitae (in MS Word only) in strictest confidence to Ms Michelle Serviss, HR Partner, No.89 Merrion Square West, Dublin 2 or alternatively via email to jobopportunities@ngi.ie. References (contact details) must be available upon request. Please state **H.W. Wilson Foundation Fellowship** on application. Candidates should note that panels may be formed from which future positions may be filled.

The National Gallery of Ireland is an equal opportunities employer