

Candidate Pack Librarian

Part Time, 16 hrs per week
Permanent Contract



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



Role summary

The **Librarian** will oversee the management, maintenance, and daily operations of the library. This includes monitoring all internal and external users of the reading room, cataloguing new acquisitions, and maintaining and rationalising the library's collections. The role also involves records management and may require supervising volunteers engaged in library projects. The successful candidate will be proactive and self-motivated, demonstrating strong initiative and a commitment to the continuous development of the library, ensuring it aligns with and supports the future objectives of the Collection.



Role description

General

- Manage the provision of reader services of the Library for the Curatorial Department, external researchers, students and members of the general public, during opening hours (by appointment).
- Handle all books to a safe professional standard as well as ensuring material is re-shelved after use.
- Manage the library storage areas, including material stored off site and that housed in the staff offices on Level 2.
- Manage the Library budget with oversight from the Director of Finance.
- Stay abreast of developments and follow best practices in library, and information management.
- Manage the acquisition and cataloguing of library materials according to industry best practices, responsible for sourcing, ordering and receiving book orders and responding to suggestions from Gallery staff.
- Maintain and manage the periodical subscriptions (electronic and print) and any online resources.
- Manage institutional memberships and subscriptions relevant to the Gallery.
- Maintain and supervise the rare book collection, planning ahead with regular audits to ensure that necessary repairs are carried out in a timely manner.
- Maintain and develop both electronic and print periodical collections, including subscription management, issue check-in, indexing, and electronic access.
- Provide a research and enquiry service for staff and the public including answering library enquiries and facilitating access to requested materials.
- Co-invigilate the Library and Archive if required: managing appointments, responding to preliminary enquiries, supporting users, and ensure appropriate handling of fragile materials.
- Promote the use of the library to a range of users both internal and external, including inductions, small to medium sized tours and other training sessions as required
- Revise or create relevant policies, plans and procedures for the library in coordination with the Director of Collections and Research.
- Manage all budgets relating to the library.
- Recruit and supervise volunteers engaged in Library tasks if required.

Person specification

Essential

- Experience of working as a Librarian or in a post with similar responsibilities, ideally in a museum or heritage organisation or similar environment.
- Experience of cataloguing collections in accordance with MARC21 and RDA standards, using the EOS Library Management System.
- Managing the Library Management System (EOS) on a day-to-day basis.
- Proficiency working with standard business software including MS Office applications (Word, Excel, Outlook, PowerPoint).
- Professional experience within a research environment, including book selection and purchase.
- Excellent communication skills, both verbal and written.
- Experience of managing or supervising volunteers.
- Ability to work accurately, with a close attention to detail.
- An interest in the holdings and the history of the Wallace Collection.
- A flexible approach and an ability to work independently and as part of a team.

Desirable

- A postgraduate qualification in Library and Information Management or equivalent experience.



Salary, benefits and working hours

The salary for this role is between £11,523.20 (£28,808 FTE) to £13,400 (£33,500 FTE) per annum dependent on skills and experience.

In addition, the post-holder will receive, pro-rated, 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**
Alpha – a defined benefit occupational pension scheme (28.97%)
Partnership pension account - a stakeholder pension
- **Interest free loans after six months satisfactory service**
Interest free season ticket loan
Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a two-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, the Collection would consider an alternative working pattern providing the 16 hours are completed across the standard working week; Monday – Friday.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **18/11/2025**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on **24/11/2025** and **25/11/2025**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



