

Librarian, The Athenaeum Club – Job Description

Post Title: Librarian

Hours per week: Full-time

Employment Type: Permanent

Department: Collections Team

Responsible To: Collections Manager

Responsible For: Assistant Librarian

Salary: Competitive, based on experience. Salary expectations welcome.

Job Summary

The Librarian is a qualified professional responsible for the care, development, and promotion of the Athenaeum Club's Library collections. The Librarian is responsible for managing acquisitions, conservation, cataloguing, member services, digital innovation, and the delivery of exhibitions and events—ensuring high standards of care, documentation, and engagement across all areas of the Library's work. The Librarian also leads the development of digital access and modern library systems, ensuring the collections remain accessible, relevant, and well-documented for current and future generations.

Main Duties and Responsibilities

1. Collections Development

- Manage the Library acquisitions budget, in consultation with the Library Committee.
- Select new publications and digital resources for acquisition, guided by members' interests and current non-fiction publishing.
- Maintain a collection that reflects the Club's intellectual and cultural life.
- Administer the appropriate disposal of deaccessioned materials, including book sales.

2. Collections Care

- Manage the conservation and preservation programme for the historic and antiquarian collections.
- Supervise the regular cleaning and repair of books and materials, carried out by the Assistant Librarian and external specialists.
- Conduct an audit of Library collections and manage the storage, space and shelving of the collection.

3. Access and Documentation

- Review and assess the Library's existing cataloguing system to ensure it meets professional standards and Member needs.

- Lead or support the migration of catalogue data to a new system, ensuring accuracy and continuity.
- Manage and edit catalogue metadata to a high standard.
- Supervise cataloguing by the Assistant Librarian and ensure clarity, consistency, and usability.
- Work with digital tools and platforms to improve discovery, access, and engagement.
- Develop and deliver online exhibitions and web content using collections.
- Create and manage web content and digital communications related to the Library.
- Stay abreast of emerging technologies in library management and apply them where relevant.

4. Promoting the Collections

- Serve as a knowledgeable and approachable presence in the Club, responding to member enquiries and supporting their research interests.
- Support a wide range of users, from casual readers to researchers, with personalised recommendations and expert advice.
- Plan and mount engaging exhibitions and displays of Library and Archive materials.
- Write interpretive content to accompany displays and events.
- Deliver tours, talks, and occasional Library evening programmes.
- Contribute to the Library eBulletin and other Club communications.

5. Governance and Other Responsibilities

- Support the work of the Library Committee and its sub-groups, including the preparation of meeting papers and minutes.
- Manage Library-related projects as directed by the Committee.
- Liaise with the Collections Manager on operational, health and safety, and administrative matters.

Person Specification

Skills and Experience

- A postgraduate qualification in Library and Information Studies (accredited by CILIP or equivalent professional body) or equivalent.
- Post qualification experience as a professional librarian, with proven ability to manage access provision, enquiries, acquisitions, cataloguing and conservation.
- Proven knowledge of and enthusiasm for antiquarian and historic collections.
- Experience in library cataloguing systems, including metadata editing and data migration.
- Strong digital literacy: confident in managing digital library tools, web content, digitisation workflows, and online exhibitions.
- Experienced in exhibition curation and cultural programming.
- Familiar with the antiquarian book trade and contemporary non-fiction publishing.
- Demonstrated ability to deliver high-quality service in a Member-focused environment.

- Administrative competence, including budget oversight.
- Excellent communication skills, both written and oral.
- High level of time-management and prioritisation skills.
- Proven project management and organisational ability.
- Comfortable working in a small team and handling a variety of tasks, including practical hands-on duties.
- Physically able to lift and handle books and materials safely.

Athenaeum Club Values

We are one team

We recognise that it will take all of us, working together at 100% to achieve our vision. We know that the strongest teams foster diverse personalities, talents and skills and we believe in using our experience and working together to help each other achieve their best. As a team, we work together to deliver the bigger picture and targets of the Club as a whole.

We serve & protect

Serve others as you expect to be served. We believe in serving our Members to the very best of our abilities. Our Members are at the centre of everything we do and we are constantly putting ourselves in their shoes. In fact, as we're one big family, this is never too difficult! We are custodians of the thousands of art and literature pieces belonging to The Athenaeum and we are committed to protecting them and the building, for future generations to enjoy.

We encourage development

We want to inspire personal and team growth. We act with ambition and aspire to continuously learn, grow and strive for excellence. Through previous experiences, training courses, cross-departmental training and new roles, everyone has the opportunity to grow. We celebrate all our wins and recognise that we all contribute to the Club so we can share in the value we create.