

## Club Librarian

The Athenaeum Club, London

Full-time | Permanent

### About the Athenaeum

The Athenaeum is a private members' club in London, founded in 1824. Our nearly 2,000 members are drawn from a wide range of professional worlds including literature and the arts, education, the church, business, law, medicine and healthcare, public service, politics, science, architecture, engineering and technology.

The Club is a place where ideas are exchanged, conversations are sparked, and knowledge is valued. Members come not only to relax but to read, think, and engage—making the Library central to Club life.

### The Library

The Athenaeum's Library is one of the most distinctive private collections in the country, with around 70,000 volumes housed throughout the Clubhouse. Largely developed in the late 19th century and shaped by generations of members, the collection includes rare books, pamphlets and a wide-ranging mix of classic and contemporary texts.

In recent years, the Club has taken clear steps to enhance digital access and is actively exploring new opportunities to modernise services and reach.

### The Role

We are seeking a qualified Librarian—knowledgeable, proactive, and ready to drive forward the next phase of the Athenaeum's Library.

This is a hands-on leadership role where you'll have the autonomy to take ownership, set priorities, and deliver meaningful outcomes. You will lead on acquisitions, cataloguing, conservation, exhibitions, and digital services—bringing momentum to both daily operations and long-term improvements.

You'll thrive if you enjoy taking initiative, making things happen, and working in a focused team environment where your ideas and energy translate into visible results for our Members.

### Key Responsibilities

- Manage acquisitions, conservation, and the day-to-day care of the Library collections.
- Lead the review and implementation of a modernised cataloguing system; manage data migration and system improvement.
- Maintain and enhance metadata to professional standards (e.g. RDA, MARC21).

- Create and manage digital content for the Library's web presence and communications.
- Proactively support Members' research needs with expert knowledge and responsive service.
- Curate exhibitions—physical and digital—and deliver engaging Library talks and events.
- Administer Library Committee meetings and confidently deliver on associated strategies and projects.

## About You

We're looking for a qualified librarian with a strong track record of getting things done. You'll combine professional expertise with energy, initiative, and follow-through.

You'll bring:

- A postgraduate qualification in Library and Information Studies (accredited by CILIP or an equivalent professional body) or equivalent experience.
- Post qualification experience as a professional librarian, with proven ability to manage access provision, enquiries, acquisitions, cataloguing and conservation.
- Demonstrated experience and expertise managing historic, special, or antiquarian collections.
- Demonstrated success in reviewing and improving cataloguing systems.
- Proven ability to deliver digital services, including digitisation, web content, and virtual exhibitions.
- Strong communication skills and the confidence to engage with a wide range of people.
- A service-oriented mindset and a clear focus on Member satisfaction.
- The drive to turn plans into action and ideas into results.

## Why Apply?

This is a rare opportunity to lead the stewardship and renewal of a historic library in one of London's most respected private clubs. You'll have the scope to shape the Library's future—and the mandate to act.

You'll be working in a beautiful and intellectually rich environment, supported by a knowledgeable committee and a culturally engaged membership who value initiative, progress, and care.

Competitive salary, based on experience. Indications of salary expectations are welcomed.

## To Apply

To receive the full job description pack, please email Collections Manager Joanna Norledge at [JNorledge@hellenist.org.uk](mailto:JNorledge@hellenist.org.uk).

To apply, send your CV and a covering letter explaining how you meet the person specification in the job description to [JNorledge@hellenist.org.uk](mailto:JNorledge@hellenist.org.uk).

If you have any questions about the role or would like to discuss it informally, please don't hesitate to get in touch.

### **Closing Date**

Applications will be accepted up until **Monday 4<sup>th</sup> August 2025, 5pm**

### **Interview**

Interviews are expected to take place during the week beginning 18 August. The process will include a short task, with full details provided in the interview invitation.