



Project Assistant

General overview of this post:

Glenbeigh Records Management (GRM) is looking to fill several temporary posts to work as Project Assistants in Trinity College Dublin, the University of Dublin. The posts are full-time, starting in April 2022. Contracts can be of varying duration, from 4 to 12 months.

The Library of Trinity College Dublin has the largest collection in Ireland with over six million printed volumes, including internationally significant early printed material, with extensive collections of journals, more than half a million maps and very large collections of manuscripts, reflecting over four hundred years of academic development.

The Library is undertaking a major project to redevelop and conserve the Old Library building and its historic collections. As part of this project, these collections need to be packed and stored offsite. The appointees will work with the Logistics and Collections Care team in the Library and will report to the GRM Team Supervisor for the project. Those appointed will need to be capable of the physical demands of handling and moving large numbers of books and other collection items.

Standard Duties and Responsibilities of the Posts

- Shelf-check of items against the Library's database
- Data entry, e.g. adding barcodes to records in the Library's database
- Carrying out preservation cleaning on selected collections
- Measuring items for individual boxes
- Applying cotton tying-tape
- Applying RFID tags and barcodes to boxes and items
- Stock moves and setting up work stations
- Packing and boxing material
- Maintenance of records and statistical data

The Person

Successful candidates will need to have a strong focus on attention to detail, good communication and documentation skills, handling skills and an aptitude for using basic conservation equipment. They will need to be adaptable, energetic and capable of working under pressure. The work requires some familiarity with computer applications, following specific instructions, and involves considerable manual handling. Candidates will be expected to be team players and be invested in the success of the project.

Qualifications

- Minimum: Leaving Certificate (or equivalent); 2 Hons.
- These posts may be of particular interest to recent graduates of MLIS programmes or graduates considering a career in Conservation, Preservation, Librarianship or Archives. However, this is not a necessity.

Skills

Essential

- A willingness to take an active role as a member of the Project Team
- Good communication and interpersonal skills
- Attention to detail and ability to follow precise instructions
- Ability to work fast, efficiently and to the highest levels of accuracy
- Ability to work to deadlines in a very busy environment
- Ability to undertake a range of manual handling tasks
- A demonstrated commitment to achieving quality standards
- An energetic, enthusiastic and adaptable approach to a variety of tasks
- Good IT/keyboarding skills; basic competency in Microsoft Excel

Desirable

- Experience of working in a library or in cultural heritage

Terms

- €11.50 per hour
- 21 days holiday per year - pro-rata
- Up to 12 month contracts available

To apply, please send your C.V. or express your interest in the role by emailing HR@grm.ie with the subject line 'Project Assistant'.