

Freelance Cataloguer - Fixed-fee project role, circa July-September 2017

The Wiener Library for the Study of the Holocaust and Genocide is looking for a freelance cataloguer to complete a short project relating to the Library's *Pogrom - November 1938: Testimonies from 'Kristallnacht'* digital resource. The deadline for completion of this project is 1 October 2017.

Project Description

The cataloguing project will involve creating approximately 350 ISAD(G) compliant item-level catalogue records, one for each individual testimony, indexed with Wiener Library subject, geographical and person keywords and enhanced with additional metadata such as geotags and live weblinks.

Terms of Employment

We estimate that the work for the project can be completed over a period between 15 and 20 working days, not including a preliminary period of training. The work carries a fixed fee of £2,500. The role can either be completed remotely or in the Library's Reading Room but will not include dedicated office facilities. The project can also be completed part-time by negotiation provided the work is completed by the 1 October 2017 deadline.

The cataloguer will gain additional professional skills and knowledge through training from the Library's Digital team and Archivist. The successful candidate will work directly with the Library's Head of Digital who will supervise the successful completion of the work to agreed standards.

The successful candidate will need to travel to the Library's main site in Central London at least twice, first to complete an initial training session and lastly for a final debriefing session, and potentially on further occasions according to need. Limited compensation for travel expenses may be available depending on circumstances but will need to be agreed in advance.

Skills and Experience

The cataloguing candidate should have experience cataloguing to ISAD(G) standard, have familiarity with Holocaust history and terminology and be proficient in written German and English.

The closing date for applications is **Friday 23 June** and interviews will be held on **Wednesday 28 June**. If shortlisted, you will need to be available on this date but interviews can be conducted remotely (e.g. via Skype) if necessary. To apply, please send a CV and covering letter to info@wienerlibrary.co.uk or by post to The Administrator, The Wiener Library, 29 Russell Square, London, WC1B 5DP.

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For more information about the Library and its collections please visit www.wienerlibrary.co.uk.