



**Position:** Library Audit Assistant

**Location:** London, UK

## **Introduction**

The Zaha Hadid Foundation (ZHF) is seeking to appoint two Library Audit Assistants on a fixed term basis (initially three months, with the possibility of extension). The Library Audit Assistants will work on a project to undertake a basic audit of the Foundation's holdings of books, journals, and other printed material, and to list and pack these in preparation for a location move.

ZHF aims to be a major national and international centre for the study of architecture and design, and all the visual arts insofar as they intersect with the urban environment. Its mission is to preserve and promote the artistic and creative legacy of Zaha Hadid, to advance research and education in areas pertaining to her legacy, and in relation to modern architecture, design and related disciplines. It will do this through the creation of appropriate facilities for the display and study of its collections, and through curatorial and educational programmes in its own facilities and those of other institutions.

ZHF has a substantial collection of books, journals and other printed material which is currently stored across its two sites in Clerkenwell and Shad Thames. The Library Audit Assistants will audit these collections to an agreed methodology, with support from the Registrar (Collections) and the Research and Learning team. They will create basic records to form the basis of an inventory of the library collections. The roles will work across both ZHF sites (Clerkenwell and Shad Thames), and will assist with organising transport of the collections, and physically rehousing the collections at the Clerkenwell site.

## **The Foundation**

The Zaha Hadid Foundation will present the art and ideas of Zaha Hadid to local and global audiences. It will promote new ideas in architecture and design, and the interaction of the arts

in contemporary society, engaging with diverse audiences and supporting new scholarship in areas which pertain to her work and legacy.

Whilst firmly rooted in architecture and the life and work of Zaha Hadid, the Foundation will engage in a broad range of cultural activities. It will create exhibitions, from large-scale events for major international venues, to smaller and specialist displays. The Foundation will have its own exhibition spaces in which changing displays from the collections will provide London with ongoing access to Zaha Hadid's work. The Foundation will also create exhibitions of all types that position Zaha in context, independently and through collaboration with other institutions.

The Foundation will generate a wide range of activity, including conferences, colloquia, public lectures, film, online programmes, and publications. It will create a programme of fellowships and bursaries to advance new knowledge and innovative practice in relation to Zaha's creative legacy. This might include practice in architecture, design, planning, museology, historical and theoretical studies.

ZHF is a new organisation at an early stage in its development. The Library Audit Assistants will be committed to working as part of a small but growing team, to support the establishment of the organisation. They will work well as part of a team, and with people with various specialisms. They will have an innovative and practical approach to problem solving and will be committed to caring for the library holdings to a high professional standard.

## **The Collection**

The Foundation has a substantial collection of books, journals, and other printed material, which will form the basis of a research library. As well as this, the Foundations object and archive collections comprise of c.12,000 works across a range of media, including architectural models, furniture, interior design, paintings, drawings, architectural plans and blue-prints, fashion design, and jewellery. At present the collections are in secure professional storage.

## **The Role**

The Library Audit Assistants will report to the Registrar (Collections) and will work closely with staff across the organisation to list and pack the Foundation's library holdings. They will be required to undertake practical work in the movement, (un)packing and rehousing of the collections and will work with colleagues to ensure that they are recorded and packed according to industry best practice standards, and in line with organisational needs.

The Library Audit Assistants will be organised with the ability to problem solve, and to work flexibly with staff from different disciplines and at different levels. Strong IT skills are essential, along with accuracy and attention to detail. Experience in museum, archive or library collections would be advantageous.

## **Duties**

Working within the Collections team, the Library Audit Assistants will:

- Conduct a basic audit of the Foundation's holdings of books, journals, and other printed material
- List the library collections on the database
- Physically rehouse the collections, including supporting the organisation of transportation of material between ZHF sites
- Work with ZHF staff to enable occasional external access to the library collections by researchers and students

## **Person Specification**

- Organised, with the ability to manage a diverse workload and to meet deadlines
- Excellent IT skills including experience of use of databases
- Good interpersonal and communication skills
- Ability to work collaboratively and as part of a team
- Good manual dexterity and eye-to-hand skills
- Commitment to equality and diversity in the context of the role
- A keen interest in heritage collections or architecture and design

## **Diversity and Inclusion**

Diversity and Inclusion is at the heart of the Zaha Hadid Foundation. As we grow we will ensure that our principles and actions reflect this, and that we create a respectful, equitable and inclusive culture that supports all our employees regardless of age, disability and neurodiversity, ethnicity, gender identity and expression, religion and belief, sex and sexual orientation, and socioeconomic background.

ZHF works to ensure that our recruitment processes are inclusive and accessible. We are committed to making adjustments wherever possible for disabled applicants. We are happy to discuss flexible working options for all our roles.

## **Application procedure**

Applicants should apply in writing to [mail@zhfoundation.com](mailto:mail@zhfoundation.com), by **midday on 30 January 2023**. We expect to hold interviews in w/c 13 February 2023, arrangements to be confirmed.

The following are requirements for the application process:

- a current curriculum vitae.

- a supporting statement of no more than 2 pages. This should outline why you believe you are suitable for the post, and why you find the Zaha Hadid Foundation particularly interesting. You should address the criteria outlined in the person specification in your statement.
- The names and contact details of two referees. Please indicate whether the referees can be contacted immediately, or whether you would prefer us to wait until an offer is being made.
- N.B. Please ensure your name is included in the title of each document.

## **Salary**

£23,000 pro rata, per annum