



**Position:** Project Librarian

**Location:** London, UK

## **Introduction**

The Zaha Hadid Foundation (ZHF) is seeking to appoint a Project Librarian on a fixed term basis (six months, renewable). Reporting to the Registrar (Collections), the Project Librarian will audit, document and rationalise the Foundation's holdings of books, journals, and other printed material. They will also oversee the rehousing of the book collection into a dedicated library facility at its Clerkenwell site.

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 Project Librarian will audit and rationalise the library collections to an agreed methodology, and with support from the Registrar (Collections) and the Research and Learning team. Working with ZHF staff, the Project Librarian will devise a cataloguing system and will create basic inventory records on a database. The role will work across both ZHF sites and will be responsible for organising transport of the collections between them, and for 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 Project Librarian 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 Project Librarian will report to the Registrar (Collections), and will work closely with staff across the organisation to ensure the library holdings are rationalised, catalogued, and stored according to industry best practice standards, and in line with organisational needs.

They will be required to undertake some practical work in the packing and rehousing of the collections, and may also be required to support external access to the library during the term of the project.

The Project Librarian will be highly organised with the ability to problem solve, and to work flexibly with staff from different disciplines and at different levels. They should have some experience of librarianship and a basic understanding of the management of a specialist collection or research library. Highly developed IT skills are essential, and experience in cataloguing library collections according to industry standards would be advantageous. Knowledge of architecture, design, and the related arts would also be advantageous.

## **Duties**

Working within the Collections team, the Project Librarian will:

- Conduct an audit of the Foundation's holdings of books, journals, and other printed material.
- Rationalise the library collections to an agreed methodology
- Devise a cataloguing system in line with current industry standards
- Document the library collections on a database
- Physically rehouse the library, including organising transportation of material between ZHF sites
- Work with ZHF staff to external access to the library collections by researchers and students

## **Person Specification**

- Experience of librarianship and a basic understanding of the cataloguing and management of a specialist library or research collection
- Knowledge of cataloguing (according to AACR2 and RDA standards)
- Excellent IT skills including use of databases
- Highly organised, with good interpersonal and communication skills
- Ability to work collaboratively and as part of a team
- Organised, with the ability to manage a diverse workload and to meet deadlines
- Commitment to equality and diversity in the context of the role

## **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 the ZHF Director at [mail@zhfoundation.com](mailto:mail@zhfoundation.com), by no later than **5pm on 29 September 2022**. We expect to hold interviews in w/c 10 October 2022, 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**

£26,000