Position Title: Contract for Services - Curatorial Assistant (Digital)

Duration: 6 months (full-time)

Reports to: Registrar

Location: Chester Beatty Library, Dublin Castle, Dublin, D02 AD92

Date: May 2018

The Chester Beatty Library

The Chester Beatty Library contains a world famous collection of manuscripts, prints, miniature paintings, early printed books and objets d’art from countries across Asia, the Middle East, North Africa and Europe. The Collection is principally focused on the written word and its associated painted and printed images.

The Library is one of Ireland’s national cultural institutions. It is a public charitable trust established under the will of the late Sir Alfred Chester Beatty (1875-1968) and is governed by a Board of Trustees.

For more information on the CBL, its holdings and a full schedule of events and activities please visit www.cbl.ie.

Summary

Sharing the collections and accessibility lie at the heart of the Chester Beatty’s ethos, and a major project to allow greater access to the museum’s treasures is well underway. A new website will be launched in the autumn, together with the first phase of Chester Beatty’s Collections online. This initiative will provide a searchable catalogue of the Collections and the opportunity to explore, discover and research items of interest.

The Chester Beatty is pleased to announce a six-month contract for services, which is part-funded by the American Friends of the Arts in Ireland (AFAI). The curatorial assistant will focus on the preparation of data for launching the online Catalogue, working as part of the team focusing on data cleaning the collections management database (Adlib). It will offer the possibility of professional workplace experience within a prestigious institution and the successful candidate will gain a broad understanding of how a museum functions.

The curatorial assistant will gain hands-on experience of handling objects as well as the practical application of cataloguing standards. The position is open to students who have completed an MA in Arts Administration or Museums Studies.

The appointment is to a temporary, non-established position on a contract for services for a fixed period of 6 months full-time and will be paid at a rate of €23,000 per annum pro rata (subject to PRSI and PAYE). The start date is flexible and can be adjusted to fit the successful candidate’s existing commitments; however, s/he would ideally start in June 2018.

The curatorial assistant will be supervised by the Registrar.

Applications can only be considered from candidates who are eligible to work in Ireland. For further information please visit: http://www.citizensinformation.ie/en/employment/migrant_workers/
Duties

- Contribute to ongoing documentation and research of the Collections
- Enter data into the collections management database (Adlib)
- Performing other duties as agreed with the Registrar

Requirements

- MA in Arts Administration or Museum Studies
- Good computer skills
- Understanding of basic database cataloguing
- Excellent written and verbal skills, with a strong command of the English language
- Ability to organise resources, establish priorities, perform research and meet deadlines
- Strong work ethic and professional manner
- Strong interpersonal skills, proactive, positive and collaborative working style
- Ability to work as part of a team and on own initiative
- An interest in and commitment to the work of the Chester Beatty Library

Desirable

- Recent postgraduate with a BA in Arts, Humanities and Social Sciences
- Experience with Adlib or a comparable collection management system
- Experience of working in a museum, research library, academic or other relevant environment

Application Instructions

To apply, interested candidates should submit a cover letter (outlining your relevant experience, what you believe you can contribute and if you have a particular area of interest relevant to the collection), together with a complete curriculum vitae and the names and contact information (mail, e-mail and telephone numbers) of two referees (one academic), to:

Jessica Baldwin, Head of Collections - Chester Beatty Library, Dublin Castle, Dublin, D02 AD92

Email: j baldwin@cbl.ie - the subject line should read Curatorial Assistant (Digital)

Closing date for receipt of applications is 5pm GMT on Friday 18 May 2018

The search committee will inform the candidate before contacting referees.

Please note: All data received relating to the application will be held in line with the Chester Beatty’s data protection and record retention policies.

The Chester Beatty Library is an equal opportunities employer.