



**BRITISH SCHOOL  
AT ROME**

**Library Assistant  
(Rome office)**

*Italian Open Ended Contract, (0.75 PT – 30 HH per week) - Salary € 17 K€ gross per annum (pro-rated)*

The British School at Rome (BSR) — the largest of the British International Research Institutes — is a centre of interdisciplinary research excellence in the Mediterranean supporting the full range of arts, humanities and social sciences. It creates an environment for work of international standing and impact from Britain and the Commonwealth, and a bridge into the intellectual and cultural heart of Rome and Italy.

The Research Collections Department of the BSR is seeking an enthusiastic, motivated person to join our friendly library team. This is an ideal opportunity for a newly qualified librarian to gain valuable experience in an exciting research library serving local and international communities. There will be opportunities to carry out work on special collections and digital projects with suitable oversight and training.

The role is 0.75 FTE (30 hours per week), based at the BSR, Via Antonio Gramsci 61, 00197 Rome. This is a permanent role. Lunch is provided on site and training opportunities are offered to all staff.

*Application*

Applications — which should include a letter of application (one to two sides, explaining how your skills and experience are relevant to this post) and a *curriculum vitae* — should be sent as Word documents or PDFs to **HRManager@bsrome.it**.

For further particulars, see <https://bsr.ac.uk/job-opportunities>

**Closing date for applications: noon (CET) 10 April 2024**

**Interviews will take place on 7 May 2024**



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**The main duties and responsibilities will be:**

- Assist in the management of existing collections and new acquisitions, including cataloguing books and journals (paper and online)
- On a rota, assist in delivering services to library users from a variety of international backgrounds, answering enquiries in person, by telephone and email, and providing assistance with copying and IT facilities. The library uses both English and Italian on a daily basis.
- Support our activities in the field of digital humanities, particularly our digital research projects, based on our rare and special collections.

**Main skills and experience required:**

*Essential*

- Accredited degree in librarianship or information management (diploma di specializzazione, laurea, laurea magistrale or equivalent)
- Good IT competency
- Ability to communicate in English and Italian
- Good interpersonal skills and the ability to work both independently and as part of a team
- Personable, customer-oriented demeanor
- Good attention to detail

# BSR

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### *Desirable*

- Prior experience in a research library environment
- Prior experience with digital humanities in relation to heritage collections and humanities research, eg linked open data, knowledge organisation ontologies, semantic representation.

### Conditions of employment:

This is a 0.75 PT post based in the BSR's Rome headquarters, in Via Gramsci, 61 – 00197, Rome. The appointment is open ended (from 1 June or date to agree with candidate).

### General conditions

All data supplied by applicants will be used only for the purposes of assessing their qualifications and determining their suitability for the post. They will be held in accordance with the principles of the General Data Protection Regulation and the BSR's data protection and retention principles. You can find our Privacy Policy here: <https://bsr.ac.uk/privacy-policy>.

Applicants should be eligible to work in Italy. If the successful applicant needs to have a visa to work, it will be his or her responsibility to apply for it. The BSR will assist in this insofar as it is possible.

### How to apply

Applications — which should include a letter of application (no more than two pages) outlining the applicant's reasons for applying; a curriculum vitae with relevant qualifications and job experience, plus language skills; and the names, addresses and email addresses of two referees — should be sent as Word documents or pdfs to [HRManager@bsrome.it](mailto:HRManager@bsrome.it).

Closing date for applications: noon (CET) 10 April 2024. Interviews will be held on 7 May 2024, in Rome or by zoom, depending on where the candidate is based.

*The appointment will be subject to the receipt of satisfactory references after the interview.*

### Equal opportunities

The British School at Rome is committed to a policy of equal opportunities in its appointments and awards policy and in the way it offers access to all its facilities and services. The object of the policy is to ensure that no applicant or awardee is treated more or less favourably than any other on grounds of (for example) race, colour, gender, religion, marital status, social background, disability, and age (except where the conditions of an award specify otherwise).

### Access policy

It is the policy of the British School at Rome to offer full or equivalent access to all users. The School aims to support full participation by residents in all aspects of its academic and social life. The BSR is a small institution but will make available its resources, staff and equipment to address the needs of staff, awardees or visitors with disabilities, wherever it can.

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