

LIBRARIAN, DEPUTY HEAD OF LA MÉDIATHÈQUE

Institut français du Royaume-Uni

Key Responsibilities

Supporting the Director of La Médiathèque

Supporting the Director in the running of La Médiathèque and the development of its projects.

Deputising for the Director in his absence or at his request.

Planning and monitoring the library's budget.

Providing administrative support.

Managing the reception and services of the adult & children's libraries, schedules and shifts coordination, ensuring optimal service quality in the reception area and the efficient running of the library by all staff members.

Ensuring the good visibility of the membership and its evolution.

Participating in programming and coordinating cultural events: the reading groups season, festivals (*Night of Ideas, Beyond Words, South Ken Kids*), Open House, etc.

Managing the Cinema, Graphic Novels, Arts, Religions and Linguistics collections

Monitoring, selecting, and purchasing content relating to the cultural news and programming of the Institute.

Cataloguing, weeding and classifying items.

Promotion of collections.

Public service and common tasks

Reception of the public **9h** minimum per week.

Support for school visits: taking responsibility for presentations to groups.

Supervising Saturday morning activities when needed.

Participation in cultural activities at the Institute.

Training and orientation of library staff.

Other tasks

In charge of signage, information to users and organizing the presentation of documents in the multimedia library.

Necessary Qualifications

Qualification (degree level or higher) in Library and Information management, Arts and culture management or significant experience in these fields.

Professional experience in a similar function.

Skills

Aptitude for communication, negotiation, listening and mediation techniques.

Capacity to galvanise partners and team members.

Methodical, able to demonstrate a high level of organization with the ability to follow procedure.

Ability to anticipate issues and report.

Sense of public service, good interpersonal and pedagogical skills.

Strong IT skills.

Punctuality, availability, versatility.

Languages

Fluent French and English

Conditions

One year renewable contract: 35 hours / week, from Tuesday to Saturday, occasional evenings and very rarely on Sundays

Monthly gross salary: £2,517

30 days paid holidays and 11 public holidays

Transport, pension and health insurance package.

Workplace: La Médiathèque, 17 Queensberry Place, SW7 2DT, London

To apply, please submit your CV and covering letter here:

guillaume.perissol@institut-francais.org.uk

and

ludovic.rose@institut-francais.org.uk

IMPORTANT

Only applicants with existing right to work in the UK will be considered.

Start date: 01/05/2025

Applications close on 22/03/2025