



## Employment Vacancy

Name of Club:-	East India Club	ALC Ref No:-	EI1201
Job title:-	Part Time Librarian	Full/part time:-	Part-time
Location:-	St James's Square	Duration:-	Permanent
Brief Job Description:-	To manage the clubs library collection in terms of inventory, cataloguing, cleanliness, display, book repair and new additions.		
	Current cataloguing software is Bookcase using the dewey decimal classification.		
	Some scope for an archive project.		
	Flexibility to attend an evening library committee meeting four times a year and involvement in forming the meeting minutes.		
	Reporting through the Secretary/ Assistant Secretary Management to the Library Committee.		
Hours/week:-	6.5		
Wage/Salary:-	£on application		
Contact Name:-	Mr Alex Bray	Telephone No.	020 7915 2700
Email:-	alexbray@eastindiaclub.co.uk		Office Use only

### Office Use Only

Date posted:- 12/01/12 | Expiry Date:- 12/04/12

When complete please post or email this form to the ALC Secretary.

This vacancy will expire automatically after 3 months unless specifically extended by the nominating club. It is requested that the ALC Secretary be notified as soon as vacancies have been filled so that the notice can be withdrawn.