



## **Job Advert PROJECT OFFICER**

### **About the Consortium of European Research Libraries (CERL)**

The Consortium of European Research Libraries is a membership organisation for all libraries, museums of the book, archives and other organisations with an interest in cultural heritage in the form of early-printed books and manuscripts. Together we develop services that increase the visibility and use of our collections, thereby supporting students, scholars, researchers, archivists, special collections librarians, information professionals and cataloguers in their work. We bring together under one umbrella descriptions of books, biographical information about printers, information about book production (such as printer's marks, bookbinding, size of print runs and watermarks), and extensive information about book ownership (such as owners' marks, annotations, and library stamps). In this way our collections are placed in a wider context, allowing us to shine a bright light on our shared European cultural heritage.

Many of CERL's databases are linked to digital copies of original materials held in our member libraries. Our search interfaces are especially tailored to the specialist data we hold, allowing for detailed searching and granular retrieval results. Our CERL Thesaurus is published as Linked Open Data, and may be reused both to build connections between databases and to facilitate searching in large data sets. CERL is a network for sharing expertise, where we discuss and develop standards (e.g. for describing provenance information and bookbinding), we support institutions in protecting their collections against theft and criminal damage, and we support the exchange of expertise (e.g. the Expert Group for Manuscript Librarians and the LIBER Forum for Digital Cultural Heritage). We also promote the exchange of knowledge through our website, seminars, conference proceedings and the Can You Help? resource.

### **The Projects**

CERL is a partner in two EU-funded projects: Europeana Cloud (CIP) and CENDARI (FP7). The eCloud project (2013-2016) aims to develop a cloud-based infrastructure for the network of Europeana, its content providers and its aggregators. It also seeks to develop a set of tools and servicing within Europeana specifically for the academic researcher. CERL activities in the project focus on content and gap analysis of the data sets and the ingestion of new metadata and content into the Cloud.

The CENDARI (2012-2016) project seeks to integrate digital archives and resources for research on medieval and modern European history. Through the development of a so-called 'enquiry environment' these selected resources – including those from hitherto isolated archives and data silos – will be made available to researchers of medieval Europe and the First World War period. CERL assists in the organisation of exchange programmes, training pathways, summer schools, and project dissemination.

### **The Position**

You will complete the work that has begun on the content analysis of the Europeana database, by analysing the results of the survey circulated to all Europeana data contributors. With eCloud project partners you will proceed to prepare a content and gap analysis, which in turn will inform the choice for further datasets to be aggregated in the course of the project.

In the CENDARI project, you will work with the CERL Executive Manager to manage the exchange programme, undertake dissemination of the project and its summer schools. You will also participate in the development of training pathways so that potential users are aware of

what is on offer through CENDARI (and other such platforms) and gain a sense of how they might make use of it in their research.

In both projects, your tasks relate to those in other work packages, and in this context you will liaise with other project officers, prepare project deliverables, and participate in project meetings.

For the Consortium of European Research Libraries, you will work with the Executive Manager in the communication of CERL activities to its members and the community at large. You will play an important role in refreshing the look and feel of the CERL website, and in restructuring some of its content. You will set up an efficient workflow for disseminating relevant messages and announcements to the CERL community. Finally, you will assist in the further development of the CERL Portal, both in terms of improving the current service and in integration of further datasets in the CERL Portal.

The starting date is 'as soon as can be arranged', ideally no later than 1 March 2014.

### **Your knowledge and experience**

The key aspects of the role are analysis and communication, liaison and dissemination.

#### *Essential*

- An affinity with the researchers using the datasets mentioned above (including academics in the Digital Humanities) and an awareness of researchers' needs.
- Demonstrable experience in preparing websites and promotional materials, and experience in maintaining a dissemination programme that is fit-for-purpose (using a variety of channels and tools, such as mailings, newsletters, Twitter, Facebook, LinkedIn, etc.).
- Ability to liaise effectively with colleagues in professional networks, such as CERL, LIBER and CENL, and an understanding of the aims of Europeana and The European Library.
- Experience of data collection, analysis and reporting – including tailoring reports for different audiences.
- Excellent spoken and written English, and a good command of at least one of the following languages: German, French or Italian.
- Good interpersonal skills.
- Good presentation skills.
- Ability to work independently.
- Ability to prioritise, organise and balance a complex workload.
- Ability to meet deadlines.
- Willingness to travel.

#### *Desirable*

- Experience of project work.
- Affinity with written and printed heritage collections.

### **Benefits**

You will be based in a shared office in the Koninklijke Bibliotheek, the National Library of the Netherlands, Prins Willem-Alexanderhof 5, Den Haag. The CAO (Collective Labour Agreement) of Dutch Research Institutions (CAO-OI) is used as a guideline. The gross monthly salary is a minimum of € 2,512 and a maximum of € 3,461 (equivalent to CAO-OI scale 9 full time, excluding 8% holiday bonus and 8.33% 'December bonus'). The post is for a maximum of 80% (3 or 4 days a week, to be discussed) for one year (with an option of renewal, subject to funding).

### **Further information and how to apply**

For further information, please contact Drs Marian Lefferts, Executive Manager of the Consortium of European Research Libraries ([marian.lefferts@cerl.org](mailto:marian.lefferts@cerl.org)), or telephone +31 70 3140135. For information about CERL see and [www.cerl.org](http://www.cerl.org). Please send your letter of application, accompanied by your CV (both in English) and the names and contact information for two referees, to Drs Marian Lefferts at the e-mail above (please put CERL – Application for Project Officer in the subject line), or by mail to Postbus 90407, NL-2509 Den Haag, The Netherlands. **The closing date is 19 January 2014.**