

CONSORTIUM *of* EUROPEAN RESEARCH LIBRARIES

CERL Company Secretary

The Consortium of European Research Libraries (CERL) was established in 1992 on the initiative of the main research libraries in European countries with the primary aim to improve access to the European printed heritage. In 1994 the Consortium was registered in England as a company limited by guarantee, in order to create the organisational structure in which a bibliographical database for European printing of the hand-press period could be developed.

The Consortium now has some 70 members in the majority of European countries and in North and South America. The Hand Press Book Database currently holds nearly three million records from a variety of sources, and there is an ongoing file-loading programme. The Consortium is actively developing other electronic resources for libraries and scholars interested in the European written and printed heritage, including the CERL Thesaurus and the CERL Portal. More information about the work of the Consortium can be found on its Website www.cerl.org.

The Consortium seeks a successor to the present Company Secretary.

The Company Secretary is responsible for all legal aspects of the Consortium's activities; for all membership issues; for maintaining contact with members; and for liaising with the Board of Directors. He/she is expected to take an active part in the small core team consisting of the Chairman, the Executive Manager and the Company Secretary. The Company Secretary is responsible for the design and correct form of all material issued on behalf of the Consortium, and shares with the Chairman and the Executive Manager the activities relating to promoting the Consortium. The Secretary organises Annual General Meetings and meetings of the Board of Directors.

The Company Secretary works closely with the Executive Manager and with the Executive Officer. The Consortium's office, at present in Central London, has to be in England or Wales.

Based on past experience a part-time position is envisaged, averaging 13 hours per week, with remuneration on a rate of £25.00 per hour plus any necessary travelling expenses.

The successful candidate will have organisational and administrative skills and will preferably have experience with project organisation and/or the organisation of automated systems. The ability to work constructively in an international environment with respect for different cultural traditions is essential, and a working knowledge of at least one European language other than English is highly desirable. Good inter-personal skills, and the ability to work effectively as a team member, are important. A knowledge of and interest in European historical printed materials will be an advantage.

A full job description of the post of Company Secretary can be obtained from CERL's Executive Officer, Kimberley Hart, at the address below.

Date of commencement of the appointee is subject to agreement, but expected to be not later than May 2009.

Applications are to be received by Friday 12 December 2008 at the Consortium's office.

SECRETARY: DR DAVID SHAW

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Company No. 2942632

The Consortium is a company limited by guarantee