

## **Jobs at The European Library/European Digital Library Office, in the National Library of the Netherlands in The Hague.**

### **1. General Manager – The European Library Office**

Have you managed European Teams before? Are you interested in cultural heritage? Do you have a web publishing background? Would you like a new challenge managing an established in house team and a very wide network of individuals from 49 European National Libraries? Then come and help us consolidate our position helping the world access the digitised and born digital collections of Europe's national libraries.

The European Library is hosted by the Koninklijke Bibliotheek, in its Research and Development Department, has received funding from the European Union to undertake a project to develop the European Digital Library.

We are looking for a manager experienced at running web based services at European level. You must be capable of initiating new projects, innovating in the current service and bringing the stakeholders with you. You may have a cultural heritage or publishing background but you must have worked in an online environment and have some knowledge in the creation, delivery and marketing of a similar service. You will be a natural manager with general project management and budgetary skills. You will be managing a small in house team of project managers, technical developers, editors and marketers and a very wide network of individuals in the partner libraries. You must be able to think creatively and convince others of your strategic direction but you will also be very results driven.

Your tasks will include the creation and management of the overall product and service plan, the coordination of several EU funded projects, management of the in house team and its wider place within the Koninklijke Bibliotheek, management and organisation of management board and working group meetings. The job will entail some European travel, presentation at conferences and management of your own budget.

#### **Profile:**

- Degree level
- Prince II methodology
- Results oriented and strategically aware
- Broad knowledge of national libraries or publishing
- Able to represent the project at all levels of meetings.

#### **Competencies:**

- Initiative taker
- Analytical
- Decision maker
- Visionary
- Persuasive
- Logical
- Budget creation & management
- High level written and spoken English

**Our Offer:**

A 24 month contract based at the Koninklijke Bibliotheek in The Hague, The Netherlands. According to the CAO – onderzoekinstellingen the salary scale indicated for this job is 12, maximum of € 4705,- gross per month on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay and an annual bonus of 8 and 5.4% respectively.

**Interested?** For questions about the job please call or email Jill Cousins +31 (0)70 314 0952 [Jill.Cousins@kb.nl](mailto:Jill.Cousins@kb.nl)

Send your CV and application letter to [solliciteren@kb.nl](mailto:solliciteren@kb.nl) for the attention of Ina Dijkstra with 'Vacaturenummer 2007- 103 in the subject line

**Closing date:** June 18<sup>th</sup>

**2 General Project Manager for the European Digital Library**

Are you interested in bringing the hidden treasures of Europe's Museums, Libraries and Archives to the web? Do you have a strong background in publishing for the web or in European projects? Are you visionary and persuasive? Then come and create the European Digital Library and give the world access to the cultural heritage of Europe.

The European Library, hosted by the Koninklijke Bibliotheek in its Research and Development Department, has received funding from the European Union to undertake a project to develop the European Digital Library.

We are looking for an experienced General Project Manager seeking a challenge. You will coordinate the work programme and network of institutions across Europe to develop a series of prototypes to demonstrate a user oriented portal across 4 cultural heritage domains, of museums, archives, audio-visual archives and libraries. You will be experienced at a European level in planning and executing of projects with large technical components. You are not expected to come from a technical background but some knowledge of web publishing would be useful. You are well organised with extremely good communication skills. Your tasks will include the creation and management of the overall project plan, the coordination of work packages and work package leaders, the management of a small in house team and subcontractors. The job will entail frequent European travel and management of your budget.

**Profile:**

Degree level

Prince II methodology

Results oriented and strategically aware

Broad knowledge of worlds of libraries, museums and archives

Able to represent the project at all levels of meetings.

**Competencies:**

Initiative taker

Analytical

Decision maker

Visionary

Persuasive

Logical

Budget creation & management

Very high level written and spoken English

**Our Offer:**

A 20 month contract based at the Koninklijke Bibliotheek in The Hague, The Netherlands. According to the CAO – onderzoekinstellingen the salary scale indicated for this job is 12, maximum of € 4705,- gross per month on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay and an annual bonus of 8 and 5.4% respectively.

**3. Interoperability Manager European Digital Library**

Do you like metadata? Can you talk intelligently about semantic interoperability? Have you experience in developing metadata schemas? Do you have ideas on how to make museums, archives and libraries interoperable? Then we need you to help us create the European Digital Library and give the world access to the cultural heritage of Europe.

The European Library, hosted by the Koninklijke Bibliotheek in its Research and Development Department, has received funding from the European Union to undertake a project to develop the European Digital Library.

You will have an understanding of the current and future metadata and semantic web interoperability issues across cultural sectors in Europe. You are likely to have had had previous experience in metadata registries, collection descriptions and the semantic web. You will have run projects aimed at standardising metadata. Your task will be to work with people across the cultural heritage domains to solve issues of interoperability. You will also be responsible for the collection and service descriptions, metadata registry their working groups within The European Library itself. You will be able to create functional specifications of user and stakeholder requirements and want to work in an international setting. The job will involve some European travel.

**Profile:**

- Degree level
- Prince II methodology
- Results oriented and good lateral thinker
- Broad knowledge of metadata for libraries, museums or archives
- Able to represent the issues at all levels of meetings.

**Competencies:**

- Initiative taker
- Analytical
- Facilitator
- Logical
- High level of written and spoken English

**Our Offer:**

A 24 month, 32 hours per week contract based at the Koninklijke Bibliotheek in The Hague, The Netherlands. According to the CAO – onderzoekinstellingen the salary scale indicated for this job is 10, maximum 4500 gross per month. In addition you will be entitled to 42 days holiday per year plus holiday pay and an annual bonus of 8 and 5.4% respectively.

**Interested?** For questions about the job please call or email Jill Cousins +31 (0)70 314 0952 [Jill.Cousins@kb.nl](mailto:Jill.Cousins@kb.nl)

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#### **4. Public Relations and Communications Executive for the European Digital Library**

Are you experienced at creating PR campaigns across Europe in online and offline media? Would you like to tell the world about a new portal accessing the cultural heritage of Europe? Are you a good story teller and able to write persuasively? Then come and join us in creating the European Digital Library and give the world access to the cultural heritage of Europe.

The European Library, hosted by the Koninklijke Bibliotheek in its Research and Development Department, has received funding from the European Union to undertake a project to develop the European Digital Library.

We are seeking an experienced individual able to create and implement a PR plan for the project, capable of writing and disseminating press releases, managing and developing press relations and developing a communications policy for the project. You will work closely with the EU and with a wide network of partners in the cultural heritage domain.

##### **Profile:**

- Degree level or 5 years European PR experience
- Results oriented and strategically aware
- Broad knowledge of worlds of libraries, museums and archives

##### **Competencies:**

- Writing
- Story development
- Public relations network
- Inventive
- Very high level written and spoken English

##### **Our Offer:**

A 1.5 year contract for 32 hours per week. Based at the Koninklijke Bibliotheek in The Hague, The Netherlands. According to the CAO – onderzoekinstellingen the salary scale indicated for this job is 9, maximum of € 3227,- gross per month on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay and an annual bonus of 8% and 5.4% respectively.

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**Closing date:** June 18<sup>th</sup>

## **5. Project Leader with Development Skills for the European Digital Library**

Have you had experience in creating functional specifications from user requirements? Do you like to show people what you mean? Are you a good communicator? Would you like to create the European Digital Library accessing the cultural heritage items and collections of the Museums, Archives, Audio-visual Archives and Libraries of Europe? Then come and work with this very international team.

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The job requires the understanding and interpretation of the business and the technical and semantic interoperability requirements from a broad range of cultural heritage backgrounds. The ability to write functional specifications for the development of 3-4 prototypes is a pre-requisite. You will have past experience in technical project coordination and a practical knowledge of how to develop tools and services. You are likely to have worked in web publishing or portal development, but are looking for a new challenge. Some travel will be necessary.

### **Profile:**

- 1 Computer scientist (master level) with 5-10 years of experience
- 2 Good experience with indexing and search engines
- 3 Software engineering and information modelling skills
- 4 Knowledge of service-oriented applications development

### **Competencies:**

- 4 Analytical
- 5 Problem Solving
- 6 Management and coaching of programmers
- 7 Able to play an active role in an international network and to get relevant people involved
- 8 Able to circulate information to persons with various degrees of technical knowledge
- 9 Good oral and written skills in English language
- 10 "Customer satisfaction" oriented

### **Our Offer:**

A 2 year contract based at the Koninklijke Bibliotheek in The Hague, The Netherlands. According to the CAO – onderzoekinstellingen the salary scale indicated for this job is 10, maximum of €3546,- gross per month on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay and an annual bonus of 8 and 5.4% respectively.

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## **6. Junior Technical Site Developer for The European Library**

Have you just finished college? Do you have technical knowledge but lack practical experience? Do you like working with people as well as developing web sites? Then come and work within a small team of developers and architects charged with creating, developing and managing The European Library.

The European Library, hosted by the Koninklijke Bibliotheek in its Research and Development Department. The portal and service has been running for 3 years and is constantly looking for ways to improve its architecture and processes.

You will work as part of wider technical team developing prototypes for a European digital library. With training you will be expected to help to maintain the site and bring in new partners and to understand, maintain and develop the site according to functional specifications and release plans. Your tasks will include the development and maintenance of The European Library website: web applications programming, optimisation of back-end processes and components documentation. You will give technical support to The European Library partners, organize and participate in teleconferences with partners and participation in technical meetings. There will be some opportunities for travel within Europe.

### **Profile:**

- 11 Developer with high level of secondary education
- 12 Knowledge of client-server applications development and AJAX applications (service-oriented)
- 13 Knowledge of XML, XSL, HTML, Javascript + 1 or more of PHP, Ruby, Perl, Java, Python; CSS appreciated
- 14 Basic database skills (MySQL)
- 15 Familiarity with metadata, information and software modelling appreciated

### **Competencies:**

- 16 Analytical
- 17 Problem solving
- 18 Team player
- 19 Good English language skills, verbally and in writing
- 20 Good social skills and eager to work in an international and multicultural environment
- 21 "Customer satisfaction" oriented

### **Our Offer:**

An 18 month 40 hours per week, contract based at the Koninklijke Bibliotheek in The Hague, The Netherlands. According to the CAO – onderzoekinstellingen the salary scale indicated for this job is 9, maximum of € 3227,- gross per month on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay and an annual bonus of 8 and 5.4% respectively.

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**Closing date:** June 18<sup>th</sup>

## **7. Project Assistant for the European Digital Library**

Would you like to work in the cultural heritage sector? Have you got excellent organisational skills? Can you work at a fast pace in a changing environment? Then come and help us set up the European Digital Library to access the cultural heritage items and collections of the Museums, Archives, Audio-visual Archives and Libraries of Europe

The European Library, hosted by the Koninklijke Bibliotheek in its Research and Development Department, has received funding from the European Union to undertake a project to develop the European Digital Library.

You will have a varied job across the projects The European Library is involved in. Your tasks will include meeting co-ordination and management and managing the administration of projects and people. You will be required to maintain mailing lists, document files and to take minutes in meetings. You will need to be a good communicator, able to establish relationships with a wide variety of people from across Europe. Some previous European experience would be useful.

### **Profile:**

Good level of secondary education

Language capabilities

### **Competencies:**

Organised

Attention to detail

Process oriented

People oriented

High level of English written and verbal

Team player

### **Our Offer:**

An 18 month 32 hours per week, contract based at the Koninklijke Bibliotheek in The Hague, The Netherlands. According to the CAO – onderzoekinstellingen the salary scale indicated for this job is 7, maximum of € 2524,- gross per month on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay and an annual bonus of 8 and 5.4% respectively.

### **Interested?**

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**Closing date:** June 18<sup>th</sup>