

JOB OFFER - PY RARE BOOKS



PY Rare Books is seeking an independent and polyvalent assistant to help with their London activities. Reporting to the director, the assistant will carry out a wide-ranging set of tasks, including processing the books, photographing, cataloguing, shipping and taking part in fairs.

RESPONSIBILITIES

The job activities will be wide-ranging and include the following:

- process the books and other items (maps, prints, works on paper...): receive, check, describe/research/catalogue them
- photograph the items – mostly with a lightbox and phone
- handle the logistics: travelling to the warehouse/packing/shipping internationally or nationally, liaise with shippers/drivers and business partners (e.g. restorers)
- occasionally take part in fairs and visit collections/auctions.

JOB REQUIREMENTS

Essential:

- A keen interest in and understanding of the world of rare books
- Able to read Russian (ideally native English and reading Russian)
- Autonomous and independent
- Trustworthy and reliable
- Able to work 100% remotely

The ideal candidate will be a problem-solver and a polyvalent person, flexible enough to take on various tasks, including going to a warehouse on a regular basis, working from there, getting dirty hands etc. Please note the job also involves some moving, lifting, packing books in boxes.

Desirable:

- An experience with rare books, either with public libraries or dealers, is a strong advantage
- Able to travel abroad for a few weeks, or a series of few weeks, to get some training
- Able to travel within the UK or abroad very occasionally
- Able to freelance rather than being on the payroll, at least initially

WORKING CONDITIONS:

The ideal candidate is based in London or in South-East England

100% remote job

From 2 half days a week to full time depending on availability

Remuneration depending on experience

Please send your CV and cover letter to pyrarebooks@gmx.com

**Visit our website for more information <https://www.pyrarebooks.com/> or call
07496123842**