

Internship Offer: Librarian – Creation of the New Reading Space at the Alliance Française de Melbourne

About the Internship:

As part of our relocation, the Alliance Française de Melbourne is creating a new reading space designed to provide a dynamic and welcoming environment for its users. This ambitious project aims to establish a diverse and attractive media library, primarily catering to a young audience while also remaining accessible to adults. The librarian intern will play a key role in this transformation, actively contributing to the design and organisation of the new reading space.

Responsibilities:

In collaboration with the Alliance Française de Melbourne team, you will be responsible for:

- **Creating and organising the collection:** Identifying and selecting relevant resources (books, magazines, digital materials, etc.) based on the target audience (young people and adults).
- **Managing orders and purchases:** Defining content needs, placing orders with suppliers, managing stock, and overseeing the budget allocated for new materials.
- **Inventory and shelving organisation:** Implementing a collection management system (classification, cataloguing, shelving), ensuring accessibility and ease of use.
- **Establishing procedures:** Developing management procedures to ensure the smooth operation of the media library, including borrowing, returns, and document tracking. These procedures should support the project's sustainability and optimal management.
- **User engagement and support:** Contributing to the design of the space and organising activities related to reading and media, helping to energise the space and encourage visitors to use the media library.

Candidate Profile:

- Currently studying Library Science, Information Science, or a related field in cultural content management.
- Interest in collection management, cultural mediation, and public space engagement.
- Good knowledge of IT tools and library management software.
- Ability to work both independently and as part of a team.
- Strong organisational skills and attention to detail in managing collections and procedures.
- Creativity and open-mindedness to propose new ideas tailored to the audience of the Alliance Française.

Internship Conditions:

- Minimum 3-month internship, 20-25 hours per week maximum
- Based at the Alliance Française de Melbourne, Australia
- Details on living conditions and internship terms: <https://www.afmelbourne.com.au/about/join-our-team/afm-internships/>

How to apply:

Send your CV and a cover letter to recruitment@afmelbourne.com.au with the subject line: **Internship application for Culture (Librarian)**