OXFORD CONSERVATION CONSORTIUM

JOB DESCRIPTION AND FURTHER PARTICULARS FOR
JUNIOR CONSERVATOR, LIBRARY AND ARCHIVE
Full-time, fixed term contract for one year
(Reference Number: OC18001)

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation delivering programmes of collection care within the historic library and archive collections of its 17 members, all colleges of the University of Oxford.

The successful applicant will be part of the OCC conservation team delivering interventive conservation treatments and preservation activities based in the library and archive collections of OCC’s members, as prioritised by the curators and Head of Preservation and Conservation. This role will allow you to gain skills and experience in practical conservation work, preservation activities, and the implementation of collection care programmes. You will carry out practical treatments on a wide variety of bound/single sheet library and archive materials. You will prepare condition reports, treatment proposals, time estimates, and will also give advice to OCC members on the preservation of collection material. You may occasionally assist with the preparation/installation of in-house and external exhibitions, including couriering.

The University of Oxford college library and archive collections are extensive and unique and the postholder will have the opportunity to learn about these historic collections and work closely with librarians and archivists. The OCC team consists of eight experienced practising conservators, ICON accredited or working toward accreditation. The Chantry Library is situated at OCC, and provides access to conservation research literature.

We are looking for an early career conservator who wishes to gain experience in a busy conservation studio, and to have exposure to a broad range of collections, tasks and techniques.

The Junior Conservator will be responsible to Celia Bockmuehl, Senior Conservator of OCC.

Duties and Responsibilities:

1. Assist with the delivery of conservation/preservation work programmes for Members, as agreed with the Senior Conservator or Head of Preservation and Conservation.

2. Carry out practical conservation treatments and preservation activities, and keep abreast of new techniques and research in these areas.

3. Assist with operation of OCC, as agreed with the Senior Conservator or Head of Preservation and Conservation.

4. Assist with planning/managing projects or activities in consultation with the Senior Conservator.
5. Carry out such other duties as may be assigned by, or on behalf of, the Senior Conservator, or Head of Preservation and Conservation.

6. Ensure the safety and security of collection material while at OCC.

**Personal Specification** (Applicants should demonstrate the following attributes):

- A recognised qualification in library/archive conservation, or equivalent training and experience.
- Proven experience carrying out library/archive conservation treatments and excellent hand skills.
- Creative problem-solving skills in considering treatment options.
- Good communication skills, team working.
- Good organisational abilities and the ability to balance a busy workload and meet deadlines.
- Good interpersonal skills, and a flexible attitude.
- A responsible attitude and an awareness of security issues, H&S, COSHH, and Risk Assessments.
- A good understanding of and interest in library/archive materials.

**Salary**

University of Oxford payscale grade 4, salary £21,585-£27,285, commensurate with experience.

**Pattern and Hours of Work**

This post is a full-time fixed-term contract for a period of twelve months, available immediately. The successful applicant will work 32.5 hours per week, the normal working hours will be Monday to Friday 9.00am to 5.00pm with one and a half hours for breaks (although a flexible approach to working hours is required to ensure that the department runs efficiently).

**Benefits**

- Membership of National Employment Savings Trust (NEST) pension scheme.
- Free lunch will be provided.
- Use of sports facilities.
- Bus pass purchase scheme.
- Holiday entitlement of 30 working days, plus Bank Holidays. Restrictions may apply when holiday cannot be taken and some set holiday days must be taken when the OCC is closed.

**Applications**

Please complete the application form and send it, together with the recruitment monitoring form, to Human Resources, Magdalen College, Oxford, OX1 4AU or email human.resources@magd.ox.ac.uk. If you do not wish your referees to be contacted at this stage please make this clear in your application. The closing date for
receipt of applications is 12.00 noon on Friday 11 May 2018. **Late or incomplete applications will not be accepted.** Interviews are expected to take place on May 21st.