Magdalen College, Oxford is seeking an experienced and enthusiastic qualified Wilson Project Archivist.

Magdalen College, founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford. The College is a community of about 70 fellows, 600 postgraduate and undergraduate students, and a large number of staff. Rooms for the storage of books and archives were built in the 1470s and are still in use. See the College website for further information (http://www.magd.ox.ac.uk).

THE LIBRARIES AND ARCHIVES
Magdalen College’s libraries contain a total of some 120,000 volumes and include:

The Longwall Library: a modern lending library which was completely remodelled in 2017 with a major extension. It has been designed to provide the flexibility to adapt as library needs continue to evolve and provides 120 reader spaces, two seminar rooms, attractive staff working areas, WiFi, exhibition display cases and break-out spaces. It has a circulating collection of about 85,000 books arranged according to the Dewey Decimal Classification system, and over 2,500 films, as well as an extensive reference collection of books, periodicals, and access to on-line databases.

The Old Library: a significant rare-books collection of around 20,000 volumes, including 250 manuscript books, and 140 incunables, stored in a library room in the Cloisters that opened in 1481. In addition to purchasing books throughout its history, Magdalen has always benefited from donations to the collection. Among the highlights are John Goodyer’s library of early botanical books and continental imprints given by Arthur Throckmorton in the seventeenth century, the earliest papyrus fragments of the Gospel of Matthew, which came to the College in 1901, and hundreds of Oscar Wilde editions, bought with the help of Magdalen alumni in the last few years. A rolling programme of conservation is undertaken annually with successful applications being made to a number of funding bodies for this purpose.

The Denning Law Library is situated in the Grove Building, contains an up-to-date reference only collection of law books, law reports, and periodicals. The McFarlane Library contains a specialist medieval-history collection bequeathed to the College by K B McFarlane, who taught medieval history at the College.

The Archives: one of the most important archives in Oxford and Cambridge, it includes 13,000 medieval deeds and manorial records which predate Magdalen’s foundation, official documents dating from the foundation of the College in 1458 to the present time, a large
collection of architectural drawings (including plans to remodel the college by Repton and Wyatt), and personal papers of former Magdalen Presidents, Fellows and students. The College’s records are stored in the original 15th c Muniment Tower, as well as a main store in Founder’s Tower and a newly renovated Modern Record Store, where the staff working space is situated. Readers typically access collections in the Old Library two days a week. The Archive is currently implementing new cataloguing software (Epexio) and regularly contributes to temporary exhibitions in the Old Library, such as *Women and Power? A Magdalen Story* which is currently running until 2020.

The College is actively collecting papers and books which relate to a number of key Magdalen alumni, such as Oscar Wilde, C S Lewis and T E Lawrence.

**The Library and Archives Staff**

The appointee will join the Library & Archives team, reporting to the College Archivist & Records Manager, who duly reports to the Fellow Librarian and who also manages the Archivist’s Assistant and any other archival staff. The postholder will also attend relevant parts of the termly meetings of the Library and Archives Committee.

The Fellow Librarian leads a small but dedicated team of professionals and paraprofessionals which currently comprises full-time Deputy and Assistant Librarians, a part-time Library Assistant, a temporary Library Intern, the full-time College Archivist & Records Manager, and a part-time Archivist’s Assistant, as well as project post holders.

The College is a member of the Oxford Conservation Consortium and belongs to a flourishing and supportive professional community of archivists in the city, including the Oxford Archivists’ Consortium which meets several times a year.

**Wilson Project Archivist**

Applications are invited for the temporary post (3 years) of full-time Wilson Project Archivist at Magdalen College, Oxford. In 2018, the College purchased the papers of Jeremy Wilson (1944-2017) with some subsequent accruals added (P450). Wilson was appointed Authorised Biographer of T E Lawrence (1888-1935) by Lawrence’s executors in 1974, and his writings and correspondence reflect fifty years of active research interest in Lawrence. Lawrence himself was a Senior Demy (scholarship postgraduate student) at Magdalen from 1910-1914 but mainly spent his time excavating at Carchemish in northern Syria with D G Hogarth, R Campbell Thompson and Leonard Woolley.

This large and significant collection reflects Wilson’s long period of acquaintance with Lawrence’s Literary Executor and brother A W Lawrence. Wilson published the biography in 1989 and a number of edited works with his wife Nicole through the Castle Press from 1990 onwards. Wilson also played a key role in major Lawrence exhibitions in the 1980s and mid 2000s, and in the T E Lawrence Society and associated *Journal*. The collection comprises a wide range of research papers, such as reconstructed diaries, facsimile Lawrence papers held elsewhere, correspondence, indexes, notes and scrapbooks, biographical files, lecture notes, AV materials, and papers relating to the T E Lawrence Society.
The project is funded by the Harry and Alice Stillman Foundation. In addition to the core activities of sorting, arranging, cataloguing and repackaging, time is built in for biographical research as well as outreach, some digitisation, research and other activities including conference attendance. It is anticipated that this collection will be well-used once the catalogue is made available online.

The post-holder will be responsible for the cataloguing of the Wilson Papers (P450) under the supervision of the College Archivist & Records Manager.

**KEY RESPONSIBILITIES**
The core responsibilities of the post include but are not confined to the following:

- To arrange and describe a large and complex collection in accordance with ISAD(G) and best practice;
- To repackaging archival items when necessary according to good preservation practice;
- To note the condition of any items requiring conservation treatment, and liaise with the Oxford Conservation Consortium where necessary;
- To record descriptions using Epexio cataloguing software;
- To deal with enquiries related to this and allied Lawrence collections;
- To produce reports on the progress of the project as required;
- To promote the use of the collections, both within College and beyond;
- To provide occasional invigilation of readers for the College’s wider archive collections.

The post holder will be expected to undertake any other duties or tasks as reasonably directed by the College Archivist & Records Manager.

**REQUIREMENTS**
*It is essential that all candidates have the following qualifications and attributes:*

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- A good undergraduate honours degree;
- A recognised qualification in archive administration;
- Previous archival experience, preferably in an academic setting;
- Relevant cataloguing experience in an archive and understanding of cataloguing best practice;
- Good IT skills, including Microsoft Office, and experience of using cataloguing software such as Adlib, CALM or Epexio;
- Excellent written and communication skills;
- Ability to work independently with a high level of motivation as well as a part of a wider team;
- Excellent organisational and planning skills;
- Ability to work accurately with attention to detail;
- Ability to work with readers and colleagues in a friendly, proactive and professional manner.
The following requirements are desirable in candidates for this post:

- Postgraduate degree in a relevant topic;
- Experience in cataloguing complex archive collections;
- Knowledge of European and Middle Eastern languages;
- Knowledge of or interest in 20th c Middle Eastern history and politics and WWI;
- Experience of outreach and engagement activities, including social media, webmastering, exhibitions, talks etc.

**Hours of Work**
The post is full-time (36.5 hours per week); however the postholder is expected by the nature of the job to be flexible in the number of hours worked to allow for the requirements of the role. This will at times involve working outside normal hours (e.g. for weekend and evening outreach events).

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

**Salary**
The salary for the post will be on the scale £29,176 – £38,017 per annum (Grade 6 of the University pay scale), depending on skills and experience.

**Benefits**
- Free lunch while on duty when the kitchen is open
- Optional membership of contributory pension scheme USS (University Superannuation Scheme)
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Holiday entitlement of 30 working days, plus bank holidays (some restrictions may apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed)

**Application Procedure and Deadline**
A detailed letter of application and a completed application form should be emailed to the Human Resources Assistant at Magdalen College (human.resources@magd.ox.ac.uk; telephone: 01865 276033) **by 12.00 noon on Friday 17 January 2020.**

Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. **Late or incomplete applications will not be accepted.** Following the offer of the position, appointment will be subject to (a) satisfactory references, (b) satisfactory completion of a
medical questionnaire, and (c) provision of proof of the right to work in the UK. The probation period for this post is 6 months.

It is expected that interviews will take place on **Wednesday 12 February 2020**.

Magdalen College is an Equal Opportunities Employer. For further information, see [http://www.magd.ox.ac.uk/equality](http://www.magd.ox.ac.uk/equality).

**Recruitment Monitoring**

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website: [http://www.magd.ox.ac.uk/job-vacancies](http://www.magd.ox.ac.uk/job-vacancies). Applicants are requested to complete the form and return it to the Human Resources Adviser, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

**Data Protection**

All data supplied by applications will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy, which can be found at [www.magd.ox.ac.uk/other-policies/data-protection](http://www.magd.ox.ac.uk/other-policies/data-protection).

*Magdalen College is an equal opportunities employer*

Please note that all correspondence regarding your application will be by email.