Magdalen is one of the largest colleges in Oxford with a very strong and exciting academic profile. The Graduate Trainee will join an enthusiastic team, comprising the Librarian, Archivist, Deputy Librarian, Assistant Librarian, Library Assistant, and Wilson Project Archivist. They will assist in the smooth running of the College’s library and archive services, which are at the heart of the College’s heritage and academic life. The Library and Archives remit is to provide both a high-quality service to the SCR, MCR, JCR, and staff, as well as to make our renowned collections accessible to external researchers, from whom we receive a considerable number of visits and email enquiries.

The role is intended for a graduate with an interest in pursuing a career in the library or archive profession. The Library and Archives Graduate Trainee will divide their time equally between the Library and Archives. The traineeship is designed to offer practical experience of a range of library and archive work to those intending to embark on a postgraduate course leading to a qualification as a librarian or archive professional. In addition to training received in post, the successful appointee will also participate in visits and events run by the Bodleian Libraries as part of the Oxford Libraries Graduate Trainee Programme.

THE COLLEGE
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 has just been completely remodelled 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. It seeks to cater, primarily, for the needs of the College’s students, has a generous acquisitions policy to this end, and plays a core role in supporting the very strong academic track record of Magdalen’s students. However, all members of the
College, including academics and support staff, are entitled to use the Longwall Library and it also contains holdings, such as Charles Dauben's nineteenth-century scientific library, which are of considerable interest to scholars and researchers.

The Old Library: a very fine rare books collection of around 20,000 volumes, including 250 manuscript books, and 140 incunables, stored in a library room 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. In 2016 the College raised £85,000 from grant-giving bodies and alumni in order to purchase an important volume of John Dowland's music. In 2018 major additions have been made to the College's T.E. Lawrence Collection, thanks to the generous support of alumni. A rolling programme of conservation is undertaken annually with successful applications being made to a number of funding bodies for this purpose, which is underpinned by the ongoing collaboration with the Oxford Conservation Consortium.

The Law Library 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, manorial and estate records, institutional series dating from the foundation of the College in 1458 to the present time (including born-digital records), 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 Archives are housed across the College site and are accessed via the Old Library Reading Room.

Duties and training will include:

- Library
  - Manning the information desk, responding to a wide range of enquiries by email, telephone, and in person
  - Circulation tasks, including the issuing and returning of loans, operating reservations, and shelving books
  - Processing books and preparing them for loan
  - Assisting with the moving of library stock
  - Helping with summer stocktaking in the libraries, including analyzing circulation statistics

- Archives
  - Assisting in accessioning, arranging and cataloguing the records and archives of the college (including retroconversion of catalogues in the new online archive catalogue Epexio).
  - Answering email, telephone, and in person queries, including digitisation requests
- Assisting in administering records management systems and digital preservation across college
- Assisting with basic conservation and preservation of the collections
- Fetching and replacing research materials for visiting researchers, and invigilating readers in the archive reading rooms

**General**
- Assisting with the promotion of the collections and services of the Library and Archives, including via social media, websites and publications, and arranging physical or online displays
- Participating in staff training and development sessions
- Any other appropriate duties, as required

Please note the post involves computer work; manual handling (lifting, carrying, using a trolley); use of ladders; use of spiral staircases; some working in confined spaces and some lone working.

**Person specification**

*It is essential that all candidates have the following:*

1. A good undergraduate honours degree
2. Excellent written and spoken communications skills
3. Strong team-working skills
4. Demonstrable interpersonal skills, with a willingness to communicate with Library and Archive users and colleagues in a friendly, proactive, professional manner
5. Excellent analytical skills and an eye for detail
6. A willingness to learn and a commitment to a career in either the library or archives sector
7. Good IT skills, with the ability to master new IT applications quickly
8. Capacity to carry out a range of routine work quickly, methodically, and to a high standard, without direct supervision
9. An adaptable approach, and the ability to show flexibility in a changing environment

*The following are desirable:*

1. Experience (however brief) of archive and/or library work
2. Experience of using social media in a professional/promotional capacity
3. Knowledge of a modern European language and/or Latin, to at least GCSE standard
4. Ability to provide support to projects, events or outreach activities

The College particularly welcomes applications from Black, Asian, and Minority Ethnic Candidates.
Schedule

We would like the successful candidate to start by the end of January 2021.

The salary range is £17,682 to £19,612 (Grade 1 of the University of Oxford pay scale) depending on skills and experience. The fixed term of the post is 6th January to 31st August 2021. The post is full time, 36.5 hours per week and 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. Holidays are 30 working days per annum (pro rata) plus bank holidays and these would normally be taken outside full term. The successful candidate will be entitled to membership of the Oxford Staff Pension Scheme (OSPS) and will be automatically enrolled subject to the rules for qualification of that scheme. The College also has a contributory healthcare scheme, bus pass purchase scheme, cycle to work scheme, free sports club membership, free lunch when the kitchen is open and car parking may be available.

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.

Applications

Detailed letters of application together with completed application and recruitment monitoring forms should be sent either to human.resources@magd.ox.ac.uk or to Human Resources, Magdalen College, Oxford, OX1 4AU by 12 noon on Monday 7 December 2020. Candidates are expected to use their letters of application state clearly why they are interested in the post and how their qualifications and experience suit them for it. The names of two referees are also required, although references will only be taken up for short-listed candidates. Should you have any questions about the application procedure please call the Human Resources office on 01865 276033.

Interviews are expected to be held week commencing 21 December 2020 via Microsoft Teams

Late or incomplete applications will not be accepted.

Magdalen College is an Equal Opportunities Employer.