

OXFORD CONSERVATION CONSORTIUM

JOB DESCRIPTION AND FURTHER PARTICULARS FOR CONSERVATOR, LIBRARY AND ARCHIVE MATERIAL

One year, fixed term, with possible extension.

(Reference Number: OCC23003)

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation delivering programmes of collection care to 16 colleges of the University of Oxford, working with library, archive, and picture collections of international importance. OCC are looking for an enthusiastic, collaborative conservator to join our experienced and supportive team of six experienced book and paper conservators, Icon accredited or working towards accreditation.

The successful applicant will assist the OCC conservation team in delivering interventive conservation treatments at the OCC studio and helping with preservation activities on site in the different college library and archive collections. This role will allow the appointee to develop their skills in practical conservation as well as environmental monitoring, the protection of collections through cleaning and boxing, and the assessment and preparation of items for exhibition. There will be opportunities to learn about the historic collections, to undertake surveys and to work with the member librarians and archivists to help them best preserve and care for their collections.

The Conservator will be responsible to the Head of Preservation and Conservation and the Senior Conservators.

Duties and Responsibilities:

1. Assist with the assessment of the preservation and conservation needs of OCC members and with the implementation of work programmes in consultation with the Head of Preservation and Conservation and the Senior Conservators.
2. Carry out conservation treatments on a wide range of book and paper objects held by OCC members in conformity with established principles, Icon code of ethics and maintaining the highest standards.
3. Maintain written and photographic documentation according to agreed studio practice.
4. Undertake condition checks, preparation and mounting of exhibitions.
5. Give advice and guidance to OCC members on aspects of preservation and conservation as needed and as appropriate.
6. Assist with managing and monitoring OCC's premises and liaise with the appropriate authorities to maintain a safe, healthy and functional working environment.

7. Keep abreast of conservation research, new techniques and materials.
8. Carry out such other duties as may be assigned by, or on behalf of, the Head of Preservation and Conservation.

Personal Specification (Applicants should demonstrate the following attributes):

- A recognised qualification in book/paper conservation.
- Knowledge of current professional book/paper conservation standards and issues.
- Proven experience carrying out book/paper conservation treatments and preservation activities.
- Creative problem-solving skills in considering treatment options.
- Excellent manual dexterity.
- Excellent interpersonal skills and the ability to work well in a team.
- Excellent oral and written communication skills.
- Computer literacy; a working knowledge of Word and Excel.
- Good understanding of and interest in library/archive materials.
- Good organisational abilities and the ability to balance a busy workload.
- Responsible attitude and an awareness of security issues.

Salary

Salary will be on the Oxford University Grade 5 pay scale (£28,759 -34,980) dependent on level of experience.

Pattern and Hours of Work

This post is a fixed-term contract for a period of one year, with the possibility of extension. 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 a pension scheme (OSPS or NEST).
- Free lunch will be provided.
- Use of sports facilities.
- Bus pass purchase scheme.
- Salary sacrifice bicycle/electric car scheme.
- Holiday entitlement of 30 working days, plus Bank Holidays, pro-rata. Restrictions may apply when holiday cannot be taken and some set holiday days must be taken when the OCC is closed.
- Generous parental leave package.

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

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. Please note that only applicants who have the right to work in the UK are able to apply for this role. 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 noon on Wednesday 3rd January 2024 and interviews will be held on Friday 12th January 2024. **Late or incomplete applications will not be accepted.**

Data Protection

All data supplied by applicants 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/.