

OXFORD CONSERVATION CONSORTIUM

JOB DESCRIPTION AND FURTHER PARTICULARS FOR CONSERVATION INTERN, CARDEN & GODFREY PLANS

Five weeks, fixed term, summer 2026

The Oxford Conservation Consortium (OCC) is a Charitable Incorporated Organisation delivering programmes of collection care to 17 colleges of the University of Oxford, working with library, archives, and picture collections of international importance. OCC are looking for a student conservator or recent graduate for a five-week fixed term contract carrying out practical conservation treatments in our central Oxford conservation studio.

The successful applicant will be working on a collection of twentieth-century architectural plans for Worcester College, carrying out remedial conservation treatments with the supervision of an experienced conservator. The role will be a training opportunity for a current conservation student or recent graduate to gain experience in treating large format items and project management.

The post holder will be responsible to the Head of Preservation and Conservation and the supervising Conservator/s.

Duties and responsibilities:

1. Carry out conservation treatments according to the Carden & Godfrey Plans Project outline and guidance from the supervising Conservator
2. Maintain written and photographic documentation
3. Track project time

Person specification (applicants should demonstrate the following attributes):

- Enrolled at the time of application on a recognised course in conservation specialising in either books or paper
- Knowledge of current professional book/paper conservation standards and issues
- Excellent manual dexterity
- Excellent interpersonal skills and the ability to work well in a team
- Excellent oral and written communication skills
- Good organisational skills and the ability to manage workload on a time limited project

Pay

Pay will be £18.23 per hour (plus holiday pay).

Pattern and hours of work

This post is a fixed-term contract for a period of five consecutive weeks. The successful applicant will work 32.5 hours per week, the normal working hours will be Monday to Friday 9.00 am to 5.00 pm with one and a half hours for breaks (unpaid). Start date is negotiable, but will take place in summer or autumn 2026.

Benefits

Free lunch at Magdalen College will be provided.

Applications

Please send your cv and completed application form for the role to human.resources@magd.ox.ac.uk.

The closing date for receipt of applications is 12 noon on Monday 23rd February 2026 and brief interviews for shortlisted candidates will be held online the week beginning 16th March 2026.

Late or incomplete applications will not be accepted.

OCC is committed to maintaining a working, learning and social environment in which the rights and dignity of all staff, students and visitors are respected. We welcome applications from individuals from all backgrounds, including those under-represented within higher education. Recruitment will be determined according to personal merit and the duties and requirements of the post. In all cases, the ability to perform the role will be the primary consideration.

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/.