

Collection Care Conservator

Job Summary

Organisation

Weston Library

Location

Weston Library, Broad Street, Oxford OX1 3BG

Contract Type

Part-time

Salary

28759 British Pounds - 33966 British Pounds

Closing date

Mon, 08/04/2024 - 12:00

Job Details

About the role

Conservation and Collection Care, based at the Weston Library, are part of the Special Collections Department at the Bodleian Libraries. The section is organised into 3 areas, Book, Paper and Preventive Conservation. Alongside our curatorial colleagues they look after and preserve the objects in the collection for current and future generations.

We are pleased to offer a new permanent post as a Collection Care Conservator, working across the Book Conservation and Preventive Conservation sections. The role will focus on the conservation treatment of the collection, and preventive conservation tasks including rehousing projects, collection surveys, and collection cleaning.

This is a permanent, part-time post working 29.2 hours (0.8FTE) per week. The post-holder will work onsite at the Weston Library.

The anticipated start date for this position is July 2024.

This job includes duties that will require additional security pre-employment checks: A satisfactory basic Disclosure and Barring Service check due to having access to and extensive handling of Special Collections material.

About you

We look for candidates who can demonstrate the following skills:

- Experience of book and paper conservation treatments and preventive conservation.
- Excellent written and verbal communication skills.
- Demonstrable capacity to analyse and present information clearly for different audiences, in addition to recording information in our database.
- A flexible approach to work.
- Excellent inter-personal skills and the ability to work independently or as part of a team.

Benefits

Benefits of working at Oxford University include: generous pension schemes, annual leave entitlement and option to buy additional leave, family friendly benefits, and the University Club gym. More information is available [here](#)

Diversity

Our staff and students come from all over the world, and we proudly promote a friendly and inclusive culture. Diversity is positively encouraged, through diverse groups and champions, as well as a number of family-friendly policies, such as the right to apply for flexible working and support for staff returning from periods of extended absence, for example shared parental leave.

How to apply

Please apply via the University Of Oxford website:

https://my.corehr.com/pls/uoxrecruit/erq_jobspec_version_4.display_form?p_company=10&p_internal_external=E&

You will be required to upload your **CV and a supporting evidence form** as part of your online application. Your supporting statement should list each of the essential and desirable selection criteria, as listed in the job description, and explain how you meet each one.

The Chair of this recruitment panel will be Alexandra Walker, Collection Care Conservator, who can be contacted with enquiries relating to the role (alexandra.walker@bodleian.ox.ac.uk). General queries about the recruitment and application process should be directed to the Recruitment team within our Human Resources department (recruitment@bodleian.ox.ac.uk).

Only applications received online by 12.00 midday (BST/GMT) on Monday 8th April 2024 can be considered. Interviews are expected to take place on Monday 22nd April 2024.