

The T. A. Barron Conservation Internship (Bodleian Libraries)

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 30 libraries across Oxford including major research libraries and faculty, department and institute libraries. Together, the Libraries hold more than 12 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. You can explore the collections via the Bodleian’s online image portal at digital.bodleian.ox.ac.uk or by visiting the exhibition galleries in the Bodleian’s Weston Library. For more information, visit www.bodleian.ox.ac.uk.

The Conservation and Collection Care Department at the Bodleian Libraries is pleased to offer a one year, post-graduate internship in conservation, which aims to help developing the professional skills of emerging conservators. This will be the first one of a series of five one-year internships, which are generously funded by American writer of fantasy literature and philanthropist T. A. Barron.

The successful candidate will be working within a prestigious institution under the guidance of internationally renowned conservators in the Conservation and Collection Care Department. The internship will focus on the treatment of the collection, preservation activities, and a research project that will lead to a publishable paper. The one year internship will begin in September 2022 and include a salary of £26,341 per annum. The Intern will be based at our state-of-the-art Conservation workshops at the Weston Library in Oxford’s city centre. Candidates should be recent graduates from recognised book and/or paper conservation training programmes, and should have no more than two years of work experience after graduation. We welcome international candidates and will provide advice on, and assistance with, obtaining a UK visa if you are not a British or Irish national and do not already have the right to work in the UK.

Conservation and Collection Care (C&CC)

The department has 19 members of staff including book, paper and preventive conservators, who work to preserve, stabilize and improve access to the Bodleian Libraries’ collections through preventive activities, conservation treatments, and research. The department plays a significant role in supporting the ongoing programmes of digitization, exhibitions, public engagement and teaching. For more information visit [Conservation and Collection Care | Bodleian Libraries \(ox.ac.uk\)](https://www.bodleian.ox.ac.uk/collection-care)

Centre for the Study of the Book (CSB)

The program of lectures organized by the Centre for the Study of the Book (CSB) at the Bodleian Libraries contributes to the internship programme. The CSB brings together the expertise of academics, library curators, and researchers in all disciplines, to increase engagement with the Bodleian’s special collections in teaching and learning within the University and beyond. For more information visit [Centre for the Study of the Book | Bodleian Libraries \(ox.ac.uk\)](https://www.bodleian.ox.ac.uk/csbs)

General overview of the role

The intern will be required to undertake conservation treatments on the Bodleian Libraries' rich and varied Special Collections, as well as a range of preventive activities, assist in the preparation and mounting of materials for exhibitions, and help promoting the work of the department through various channels. We look for candidates who can demonstrate the following skills:

- Experience of book and paper conservation treatments and preventive activities (up to two years after graduation)
- Excellent written and verbal communication skills
- Demonstrable capacity to analyze 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

Key responsibilities

- Plan and carry out conservation treatments as agreed with the relevant curator, and conservation supervisor.
- Carry out condition assessment of items prioritised for conservation treatment, digitisation, exhibition, and loan or rehousing.
- Plan and carry out preventive activities as agreed with the relevant curator, and conservation supervisor.
- Produce documentation and reports, including photographic records and timesheets, to agreed standards. Fill records of work on the department's collections management database (Adlib)
- Assist with handling of objects during digitization and show and tell events.
- Communicate about the work of the department within and outside the library, including giving presentations to visitors, writing entries for blogs, newsletters and other media as required.
- Contribute to the maintenance and organisation of workshop materials and equipment including researching and ordering materials and equipment.
- Participate in regular team and one-to-one meetings including participating with and preparing for an annual review in line with the Libraries' guidelines.
- Comply with University and departmental guidelines on Health and Safety, carrying out risk assessments and COSHH assessments where necessary, and attending training where required.
- Respond to and assist with emergencies which threaten the collections as directed by the Emergency Response Team.
- Comply with the conditions set out in the University Handbook for Support Staff <https://hr.admin.ox.ac.uk/staff-handbook-support-staff>
- Any other duties commensurate with the internship that may be required

Selection criteria:

- The candidate should be a recent graduate of a recognised book and/or paper conservation training programme and should have no more than two years of work experience after graduation.
- Detailed knowledge and some experience of conservation treatments of books, paper and related materials.
- Detailed knowledge of book, works on paper and the materials and techniques used in their production.
- Ability to gather, analyse and present information clearly and accurately for the purpose of recording, planning and reporting conservation treatments.
- Ability to multi-task and meet tight deadlines in a busy environment.
- Excellent written and verbal communication skills with the ability to communicate verbally and by email with colleagues, potential donors and visitors.
- Ability to work effectively and constructively both independently and as part of a team, as well as to alter working patterns to meet organisational needs.
- Competency with IT, including email, use of an electronic calendar, word-processing, spreadsheets and digital photography. Training and support will be provided to support the intern in these areas where necessary.
- Broad knowledge, understanding and some experience of the conservation profession and collection care activities.
- The candidate should demonstrate a particular interest in the Bodleian Libraries collections. The intern will be supported in developing a research project that leads to a publishable paper and lecture.
- The intern will work on-site five days per week (Monday to Friday) and 7.5 hours per day. They will have the same holiday entitlement as new staff members.

How to apply / schedule:

- 1) All applicants are required to send a letter of presentation and their curriculum vitae **by the 6th of May** via e-mail to: felice.vermeulen@bodleian.ox.ac.uk
- 2) Candidates invited to interview will be notified **by the 20th of May**.
- 3) Interviews will be held either in person at the Weston Library in Oxford or online **on 8th of June**.
- 4) Those candidates invited to interview will be asked to send us a portfolio of their work **by 29th of May** via e-mail (felice.vermeulen@bodleian.ox.ac.uk). The portfolio should include three recently undertaken conservation treatments.
- 5) **Estimated internship start date is 12th of September 2022.**