



Job description and selection criteria

Job title	The John Johnson Curator of Printed Ephemera
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Weston Library, Broad Street, Oxford OX1 3BG
Grade and salary	Grade 7: £36,024-£44,263 per annum
Hours	<p>Full time (37.5 hours per week)</p> <p>Appointee should usually be present in the Weston Library during core hours of Mon-Fri 10am – 4pm.</p> <p>Note that participation in rotas for evening and weekend duties will be required. For full-time staff, this is currently one evening from 5pm to 7pm every three weeks and two Saturdays a year.</p>
Contract type	Permanent
Reporting to	Head of Rare Books
Vacancy reference	173395
Additional information	<p>This job includes duties that will require a satisfactory basic Disclosure Barring Service (DBS) check result.</p> <p>This role involves lifting, carrying and moving objects (with or without adaptations) which on occasion may be heavy. All necessary health and safety training will be provided.</p> <p>You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12.00 midday BST Friday 30 th August 2024



Job description

Overview of the role

You will be based within the Rare Books and Printed Ephemera Section and have responsibility for managing one of the largest and most important collections of printed ephemera anywhere in the world. You will carry out a full range of curatorial work, support the Section's academic and professional operations, and contribute to the research and teaching of our users. You will be the first point of contact for ephemera within the Bodleian Libraries and your role will be varied, including liaising and engaging with relevant communities, curating exhibitions, organising outreach activities, managing and developing our ephemera collections, cataloguing and assisting users from across the world.

Responsibilities

1. Build the collections through purchase and donation, and develop strong relationships with potential donors. Some of this work may be offsite.
2. Play a leading role in migrating existing *allegro* metadata to a new online system, in conjunction with systems and curatorial colleagues.
3. Rapid and efficient surveying, sorting and cataloguing of collections according to Library processes and standards. Key aims will be the elimination of cataloguing backlogs and the physical organisation of material.
4. Lead on ephemera projects, produce project plans, costings, provide regular progress reports and other documentation.
5. Research and interpret the content of collections for publications, catalogues and outreach activities (e.g. seminars, exhibitions, show and tells, public events, blogging, talks, school visits, etc.) and encourage the widest possible use and awareness of ephemera.
6. Demonstrate an understanding of potential confidentiality issues pertaining to the collections, and undertake sensitivity reviews.
7. Responsible for the day-to-day care and security of the ephemera collections, including liaising with colleagues from the Collection Care teams to make decisions on housing, storage, use and display.
8. Lead an efficient information service for ephemera. Provide guidance on finding and using collection material, signpost and interpret catalogues, answer bibliographical queries, and mediate requests for access.
9. Responsible for the ephemera collections' online presence and ensuring the catalogues, websites and collection files are routinely updated.
10. Provide leadership and training to support staff, trainees, interns or volunteers, working under your direction, by establishing goals and objectives, monitoring progress against deadlines, and completing appraisals and performance reviews.
11. Undertake reading room supervisory duties on a rota basis, as required.

Other duties

- Working on some Bank Holidays
- Participate in a regular Annual Review
- Undertake any necessary training identified
- Comply with health and safety regulations
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff
- Any other duties that may be required from time to time commensurate with the grade of the job

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Rare Books and Printed Ephemera Section

The printed ephemera collections in the Bodleian are among the largest and most important in the world and offer a fresh view of history through printed documents which have survived by chance. They are strongest in the 18th to early 20th centuries but also contain earlier material, including games and objects, and the single largest collection, the John Johnson Collection, is organized either into subject categories (e.g. advertising, art and architecture; authors; book trade; entertainment; politics; theatre; transport; tourism and travel, etc.) or genres categories (e.g. bookmarks, book-jackets, menus, paper bags, cards, tickets, games, etc.)

For more information please visit: <https://www.bodleian.ox.ac.uk/collections-and-resources/special-collections/catalogues/johnson>

Selection criteria

Essential selection criteria

- Able to demonstrate a deep knowledge of one or more aspects of printed ephemera, an understanding of the historical context of their production, and of the history of printing more generally.
- A postgraduate qualification in librarianship, heritage management, archives or similar, and extensive relevant previous experience.
- Familiarity with cataloguing tools and technical descriptive standards for printed ephemera, and knowledgeable about content standards for ephemera description, including MODS, Dublin Core, MARC, etc. and relevant indexing standards.
- Line management skills, including of library assistants, interns, students or volunteers.
- Able to demonstrate an appropriate understanding of the potential purposes of research collections in a higher education environment.
- Excellent communication and organisational skills, including strong time management, planning and monitoring skills.
- Knowledge of the legal and ethical context relevant to work with historic collections, including experience of dealing with sensitive material.
- The ability to work independently and in teams.
- Proven project management skills, including the ability to identify clear measures for progress and delivery against targets.
- Knowledge of copyright and trademark law and the framework for the use of reproductions.

Desirable selection criteria

- Previous experience with one or more metadata systems, including *allegro*, ArchivesSpace, TEI and/or MARC based cataloguing systems using RDA, LCSH and DCRMR.
- Engagement and/or exhibition skills, including using social media.
- Awareness of the landscape of collecting and the market for ephemera.

- Knowledge of, and interest in, other subject areas relevant to the Bodleian Libraries' Special Collections

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

A satisfactory basic Disclosure and Barring Service check due to lone work involving handling highly valuable items.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.



Radcliffe Camera in Radcliffe Square

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <https://www.glam.ox.ac.uk/home>

The 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 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 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. Members of the public 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 please visit: <http://www.bodleian.ox.ac.uk/>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a **CV and a supporting statement**. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly on recruitment@glam.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Relocation

At the moment, the Bodleian Libraries is not offering relocation expenses to this post

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The

University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Photographs: Copyright Bodleian Libraries, University of Oxford

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>
There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk