



Project Archivist **(John Keble papers)**

£33,478 per annum | 36.25 hours/week

We are seeking an experienced Project Archivist to assist with an exciting research project on a 12-month fixed-term basis.

2027 marks the 200th anniversary of the publication of John Keble's *The Christian Year* (published 1827). In celebration, the College is undertaking a project to improve the catalogue of John Keble's papers, digitise key items, and create useful external resources.

We are seeking an experienced Project Archivist to help enhance the existing catalogue and create new entries for previously uncatalogued material. The postholder will also contribute to the creation of thoughtful online resources and exhibitions, and assist the Archivist and Information Compliance Manager with related project work as required.

Essential skills and experience include:

- Experience of cataloguing to ISAD(G) and creating authority files
- Able to work under own initiative within the parameters of the role
- Excellent attention to detail
- Able to identify key details in records, particularly when cataloguing to item level
- Excellent verbal and written communication, with the ability to clearly explain challenging concepts for a variety of audiences
- Intermediate-level IT skills, with experience of using databases, Microsoft Office (Word, Outlook, Excel) and archival cataloguing software

Please see the College website for a job description and person specification for this role.

How to apply:

Please send your CV (max. two pages) to hrofficer@keble.ox.ac.uk, together with a covering letter explaining how your skills and experience match the requirements of this vacancy. We would be grateful if you also completed our Equal Opportunities form.

Closing date: midnight on Sunday 22 February 2026

The College is an equal opportunities employer