**JOB DESCRIPTION**

**Position:**         Project Archivist (John Keble papers)

**Responsible to:**   Archivist and Information Compliance Manager

**Contract:**         1-year fixed-term contract

To celebrate the upcoming 200th anniversary of the publication of John Keble's *The Christian Year* (published in 1827), Keble College is carrying out a project to improve the catalogue of John Keble's papers, digitize key items, create online resources and exhibitions.

**Objective:**
The Project Archivist will assist the Archivist and Information Compliance Manager in improving access to the papers of John Keble by enhancing existing catalogue entries and creating new entries for previously uncatalogued material, as well as preparing for related outreach activities.

**Responsibilities:**
The post holder will be responsible for the following:
- cataloguing selected parts of the John Keble papers to ISAD(G) standards, including improving existing catalogue entries and creating entries for previously unlisted material,
- creating authority files, as required,
- identifying important items for the website, social media, and exhibitions, and contributing to the drafting of subsequent outreach materials,
- repackaging catalogued items,
- identifying any significant conservation requirements,
- responding to relevant enquiries, as appropriate,
- assisting with the invigilation of archive readers, as required,
- assisting with temporary exhibitions, as required (this may require evening or weekend work once or twice, with time off in lieu),
- other tasks commensurate with experience.

**PERSON SPECIFICATION**

**Skills & Experience**

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

Desirable:
- Experience of reading nineteenth-century handwriting
- Experience of using Epexio
- Experience of creating digital content (e.g., for social media, websites)
- An interest in Victorian and/or religious history

**Qualifications and Training**

Essential:
- Postgraduate qualification in archive administration (MA/Diploma Archives and Records Management or similar) with experience of archival work; OR substantial equivalent experience at a professional level

**Authorised:** Archivist and Information Compliance Manager　　　　**Date:** January 2026