Archive Assistant

Candidate Information Pack

September 2023
**About us**

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College’s website [http://www.magd.cam.ac.uk/](http://www.magd.cam.ac.uk/)

**Department information**

Magdalene College has three libraries (The College Library, The Pepys Library, and The Old Library), and in addition an archive. The New Library officially opened in July 2022 and was awarded the RIBA Stirling Prize in October 2022. Apart from the College’s working library, the building also contains the College Archives and the Robert Cripps Gallery, which are separately managed.

The **College Library** (New Library) is open to all College members 24hrs a day, 7 days a week. It houses the main teaching collections and provides an outstanding working space for 130 readers.

The **Pepys Library** is the personal collection of 3000 books left to the College by Samuel Pepys in 1703. It is located on the middle floor of the Pepys Building and is open to visiting scholars and members of the public.

The **Old Library** is the historic library of the College and holds our manuscript and print special collections.

**Role Summary**

In June 2024 Magdalene College will be commemorating the centenary of the death on Mount Everest of one of its most famous alumni, George Mallory. As part of these events the College Archive is currently working on a project to catalogue and digitise the 807 letters written between George and his wife Ruth between 1914-1924. Once completed the catalogue will be made available to researchers and the wider public.

The College wishes to appoint a temporary part-time Archive Assistant to help with the last phase of this project which will focus on the 440 letters written by Ruth Mallory, between 1914 and 1919, to George whilst he was serving in France during the First World War. There will also be an opportunity to assist in the creation of an exhibition.

Responsible to: Pepys Librarian
Job Description

Main Duties and Responsibilities

- Catalogue the letters onto the college's Archival database (AtoM) at item level
- Provide brief summaries of the letters
- Scan and attach digital copies. Training will be given.

The successful candidate will work under the direction of the College Archivist to ensure consistent cataloguing standards and completion of the project on time.

The work will generally be undertaken in the new Ronald Hyam Archive Work Room in the Stirling-Award winning New Library at Magdalene. There may be limited and occasional opportunity for working from home.

Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:
- Familiarity with working with archival materials, including online catalogues
- Experience of writing short summaries
- Knowledge of George Mallory would be desirable
- Current postgraduate students will need the permission of their supervisor to join the project

Personal skills and abilities:
- Excellent organisational and time management skills
- Ability to read quickly and summarise accurately
- The ability to work in a structured manner and to meet deadlines
- Willingness to work closely with the College Archivist to provide a consistent overall project
Remuneration and Benefits

Remuneration
This post is offered at rate of £12.13 per hour

Hours of Work
The project will run from 9\textsuperscript{th} October to 31\textsuperscript{st} January 2024 on Monday and on Thursday from 9am to 1pm. (8 hours a week). There may be some flexibility around these timings.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contributionary options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John’s College.

Magdalen is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week.

Family Friendly policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
There will be a one month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic. You should include the names and emails
of two referees whom we can approach if you are shortlisted. Please check with them that they are willing to support your application.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Deadline for applications is 12 noon on 25th September 2023.

**Enquiries**
Further enquiries about your application may be made by email to hr@magd.cam.ac.uk or Jane Hughes, The Pepys Librarian, at mejh4@cam.ac.uk