SUMMER INTERNSHIP PROGRAMME 2018

Information for Prospective Applicants

HERE AT MAGDALENE COLLEGE, University of Cambridge, we offer an internship each summer in either conservation or librarianship. This year we are expecting to appoint an intern in librarianship, who will work alongside staff in the historic Old Library.

- The internship will be for 5 weeks consecutively (probably starting early July, though there is some flexibility). The intern will work on the designated summer project for 4 hours per day (normally 9 am to 1 pm) from Monday to Friday; and the intern will be paid at an hourly rate from £9.20 depending on qualifications and experience. In addition, some afternoon work in other areas of the libraries will be expected. The total number of hours will be between 100 and 120 hours (paid), and there will be further unpaid opportunities for the intern to receive training or gain wider experience in addition.

- We shall provide accommodation free of charge in the College or College hostel. No meals are provided; and there is no payment in lieu of accommodation not used. Accommodation is normally in a single, bedsit style room with shared kitchen/bathroom. Accommodation is for single occupancy. When the College cafeteria (Ramsay Hall) is open, it will be possible to purchase meals at the staff rate if required.

- Travel expenses for one return trip from the intern’s home to the College will be paid (UK travel only, based on second-class rail travel). Parking is not guaranteed in the College and interns are strongly advised to avoid bringing a car if possible.

- A programme of afternoon visits to other libraries and collections will be arranged for the intern (normally at least one such visit each week). Travel expenses and other costs in attending the visits will be paid by the College.

- There will also be an opportunity for the intern to see the work of the world-famous Pepys Library.
About the Old Library

THE OLD LIBRARY, WHICH IS distinct from the Pepys Library (also in Magdalene College), houses the historic books and records of the College. The collection comprises medieval manuscripts, early printed books, archival materials, and particularly fine collections of eighteenth-century sermons and of twentieth-century writings by authors associated with the College such as T S Eliot, Thomas Hardy, Rudyard Kipling, A C Benson and I A Richards.

The Ferrar Collection, which is the focus of this year’s internship summer project, was recently conserved and is now housed in two bespoke units built in solid oak by Cambridge craftsman Ed Garrett-Jones.
Summer Project 2018

THE FERRAR COLLECTION is a collection of about 400 early 17th-century prints and nearly 2,000 documents, which are interesting in all sorts of ways, both because of the contents which are highly varied, and also the problems they presented to the cataloguer and conservator: some were damaged in accidental ways, some required just light cleaning, and some were used by the Ferrar children in 1641 to cut out shapes and architectural features for a "Harmony of the Gospels". Examples of the prints used by the children were recently on loan from the College to the Art Under Attack exhibition in the Tate. The Ferrar family lived at Little Gidding, and were closely involved with the Virginia Company.

Our project in recent years was to clean, stabilise, and suitably store the Ferrar prints. This work was completed in 2014-2015 by Puneeta Sharma, Intern Summer 2014, and Tom Bower, Intern Summer 2015.

The final stage of the project is to further raise awareness of the collection and tell people what we have. We intend to set up a ‘Ferrar Forum’, part of which will be setting up ‘Google Document’ resources detailing the Ferrar Papers and Ferrar Prints. This will be freely accessible and open to collaboration with the academic community. The intern will be given training in how to populate the documents and will be provided with the necessary resources. Supervision and feedback on the work will be a key part of the programme, but it is hoped in time that the intern will feel confident enough to work independently.

The initial description of the items was handwritten by Dr David Ransome, and will form the basis of our Google Documents. The intern will be required to populate the documents with Dr Ransome’s handwritten descriptions, and to do research on selected items to enhance our knowledge.

The Project is overseen by the Pepys Librarian and Keeper of the Old Library, Dr Jane Hughes. The intern will be answerable to on a day-to-day basis, and trained by, the Deputy Librarian (Pepys and Special Collections), Miss Catherine Sutherland. The intern will also meet the Archivist Dr Ronald Hyam, the Deputy Librarian (College Library) Mr Tom Sykes, and the Libraries Assistant and Invigilator Miss Ellie Swire.
OTHER DUTIES UNDERTAKEN by the intern will include assisting in basic conservation and the cleaning of rare books in the Old Library and assisting the Pepys Librarian or the Deputy Librarians in the various College libraries at busy times. There may be an opportunity to help in the annual stock check of the undergraduate library.

Applying for the Internship

WE ARE LOOKING FOR AN INTERN with a demonstrable interest in a Special Collections Librarianship career who is hoping to gain experience in the field prior to finding a longer-term librarianship role. This is regarded as an early-career opportunity and might suit a recent graduate from a librarianship course, a graduate considering a career in librarianship or a junior assistant librarian seeking to gain other training and experience. Integrity, accuracy and an ability to work both in a team and independently are essential.

If you are interested in applying you are invited to write to Miss Catherine Sutherland, Deputy Librarian (Pepys and Special Collections), with the following:

- a CV, including the names of two referees whom we may approach for a letter of recommendation;
- a statement of the nature of your interest in the project and any relevant experience;
- a declaration that you have the right to work in the UK (the successful applicant will be required to furnish evidence of this);
- and an indication of any date or dates in the period July-September when you are unavailable (if you wish you can add a note of your preferred dates).

The application must be received by 5pm on Monday 23rd April 2018 at the latest.
The email address is pepyslibrary@magd.cam.ac.uk

The postal address is
MISS C SUTHERLAND
DEPUTY LIBRARIAN (Pepys and Special Collections)
MAGDALENE COLLEGE
CAMBRIDGE CB3 0AG

Shortlisted candidates will be notified by Monday 30th April and interviews will be conducted by telephone or Skype on 2nd or 3rd May. The successful candidate will be informed as soon as possible after that date.

By submitting an application to us, you agree to allow Magdalene College to keep the personal data in your application on file until the end of the recruitment process, at which point it will be securely disposed of.