

# Oxford Centre for Islamic Studies

*An institution for the advanced study of Islam and the Muslim world*



## Special Collections Curator

Salary range: £36,924 - £45,163 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE

Applications are invited for the post of a full-time Special Collections Curator at the Centre.

The primary responsibility of the Curator will be to develop, manage and preserve the Special Collections of the Centre, including the library archives, manuscript and coin collections, and digitized/born digital collections. For further particulars please visit <http://www.oxcis.ac.uk/vacancies/>

To apply please email [recruitment@oxcis.ac.uk](mailto:recruitment@oxcis.ac.uk), attaching a CV and a supporting letter explaining how you meet the person specification. Letters from two referees should be sent directly to the above email.

Closing date for applications is **25 April 2025**. Shortlisted candidates will be interviewed in the week commencing 12 May 2025.

## Job Description

### Special Collections Curator

<b>Responsible to:</b>	The Librarian
<b>Hours of work:</b>	37.5 hours per week. Working hours 9.00am to 5.30pm. Some flexibility will be required at busy periods.
<b>Salary:</b>	In the range of £36,924 - £45,163 per annum
<b>Benefits:</b>	35 days leave per annum, including public holidays; Enrolment into USS pension scheme; lunches provided during term time (when available); free parking (while available).

### MAIN RESPONSIBILITIES

#### *The core duties and responsibilities of the post are:*

- Ensuring the effective development, management and preservation of the Library's archives and special collections, including physical and digital manuscripts, and coins.

#### **Collection development and management:**

- Cataloguing the manuscript collection according to the rules of Islamic codicology.
- Cataloguing the Library's archival collection according to international standards [ISAD (G)].
- Liaising with the Librarian and Fellow Librarian in creating a plan for the cataloguing of the Library's Special Collections, including cataloguing templates for various types of materials.
- Participating with the Librarian in the selection and acquisition of an archival content management system.
- Liaising with the Librarian in the care and security of the Special Collections.
- Ensuring effective delivery of physical and virtual services for users of Special Collections, including enquiry handling and reading room support.
- Ensuring the Library archives and Special Collections comply with relevant legislation around copyright, data protection, freedom of information, and equalities. Participating in developing appropriate policies and procedures for the purpose.
- Managing and supervising the digitization work of the Library's Special Collections and Archives.
- Liaising with the Fellow Librarian and Librarian in developing and implementing strategies, policies, plans and practical advice for digital curation of the collections. This will include the establishment and implementation of a programme to ensure digitized and born digital material are appropriately managed.
- Liaising with digital services and preservation and conservation colleagues in order to schedule treatments and fulfil digitization work.

- Liaising with the Librarian, and Fellow Librarian on the preservation of all material in Library Archives and Special Collections.
- Conducting an annual audit of the Library's Special Collections.
- Participating in a periodic review of the Library policies relating to Special Collections and Archives.
- Participating in the creation and maintenance of reference material relevant to the Special collections.
- Identifying and costing potential digitization projects which promote the Centre's digitization facilities.

### **Outreach and engagement**

- Contributing to the planning and development of agreed displays and exhibitions (digital and physical) that feature items from Library Archives and Special Collections, or external loans.
- Undertaking innovative outreach activities which promote the collections to diverse audiences.
- Developing relationships with professional bodies and university libraries in Oxford and beyond, and liaising with scholars and curators with an expertise on Arabic and Islamic manuscripts.
- Participating in Library projects and activities, as required, to meet the Centre's strategic aims and goals.
- Pursuing and supporting externally funded collaborations and projects.

### **Other responsibilities**

- Working with other Library staff to provide occasional cover during times of annual leave and other commitments.
- Participating in departmental activities, such as team meetings, appropriate working groups, initiatives, and projects.
- Participating and provide reports and information to Centre committees, as required.
- Liaising with the Librarian in the management of any project workers, volunteers, interns, or consultants regarding the care, preservation and promotion of the Library's Archives and Special Collections.
- Remaining committed to continuous professional development.
- The post will require an ability to lift archival material and use stepladder to retrieve items from shelves.
- The duties listed above may be varied from time to time, and the post-holder will be expected to undertake additional duties as appropriate to the grade.

## PERSON SPECIFICATION

### Essential:

- Master's degree in Islamic studies, or a relevant discipline with a focus on Muslim societies.
- Practical experience in managing Special Collections, including manuscripts, early printed books and archival material in an academic library or museum.
- Excellent written and verbal communication skills in English, including making and delivering presentations.
- Excellent Persian and knowledge of classical Arabic
- Demonstrable experience in cataloguing Islamic manuscripts
- Proven record in organizing public events and exhibitions, including developing displays, both physical and virtual.
- Excellent IT skills and experience of working with computer software and text editing tools.
- Knowledge of accessioning and cataloguing archival documents to ISAD (G) standards, or a willingness to acquire this.
- Excellent interpersonal skills.
- Ability to work independently and to collaborate as part of a team.
- Excellent organizational, planning and problem-solving skills to ensure activities are completed within required timescales, reprioritizing as required, and with excellent attention to detail.
- A readiness to participate in the wider intellectual and social life of the Centre.

### Desirable:

- PhD in Islamic Studies, or a relevant discipline with a focus on Muslim societies.
- Experience in writing reports.
- Knowledge of the educational and informational infrastructure related to the field of Islamic Studies in the UK and Oxford in particular.
- Practical experience or knowledge related to digitization of a wide variety of archival or special collections materials.
- Knowledge of Data Protection legislation and understanding of Information Security.
- Experience in preparing bids for external funding.

## **Background to the Oxford Centre for Islamic Studies**

### **About the Centre**

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM the King. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports teaching and research, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at [www.oxcis.ac.uk](http://www.oxcis.ac.uk).

### **The Centre Building**

The Centre purpose-built premises on Marston Road, Oxford combine the academic, social, and residential functions. The Centre's premises, which brings together the traditional Oxford and Islamic architectural styles, occupies a 3.25-acre site. The premises provides accommodation for up to 66 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

### **Working at the Centre**

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

### **Right to Work in the United Kingdom**

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

### **Equality and Diversity**

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly, and that selection is based on individual merit and relevant selection criteria.