

Editorial Assistant with the Quill Project

JOB DESCRIPTION



Background

Quill is a digital humanities research project based at Pembroke College. Its online platform is designed to model the negotiation of texts within formal processes such as parliamentary-style debates. The work of the project includes the digitization and transcription of archival material, editing, analysing, and modelling the process of negotiation, and communicating the results of that research to a wide variety of audiences.

This Summer the Quill Project is looking to publish several projects that are currently in the final stages of production. These projects include the thirteenth, fourteen and fifteenth Amendments to the Constitution of the United States and a series of Western State Constitutional Conventions including Washington, Wyoming, and Idaho. We are advertising a part time, paid position to help prepare these projects for publication. You can find further details on the projects here:

<https://www.quill.pmb.ox.ac.uk/neh-western-states>

<https://www.quill.pmb.ox.ac.uk/reconstruction-amendments>

Responsibilities

The role requires proofreading and editing the work already done on the Quill platform. This will include checking grammar and spelling, enforcing stylistic choices across each project, and providing other reasonable assistance in preparing the projects for publication.

This opportunity is particularly suited to Humanities students interested in exploring careers in digital publishing, documentary editing, or considering a research degree in History. This job will give you the opportunity to gain demonstrable experience in proofreading and editing. It will also provide insights into the working of an academic research project and a deeper understanding of a digital humanities approach to historical research.

Qualifications

Training in the use of the Quill software will be provided, but the successful candidate will need to demonstrate:

- Excellent attention to detail
- Good communication skills, both written and verbal
- Solid computer skills
- The ability to work well with a collaborative project team
- An interest in historical research and text-based analysis

As an internship opportunity, only current Oxford University students are eligible to apply for this position. More than one post is available and preference will be given to candidates able to start immediately. We envisage a working pattern of about 4 hours per week during term time, with a more intense period of work during the Easter vacation. Successful applicants will be subject to a right to work check. They will be paid £12.37 an hour.

To apply, please send your CV and a covering letter, outlining your suitability for this position, to grace.penn@pmb.ox.ac.uk. The deadline for applications is 9.00am on Monday 21 February.