

Casual Work: 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. You can find further details about Quill at www.quill.pmb.ox.ac.uk.

This summer the Quill Project has several projects in the final stages of production. These include work on the Thirteenth, Fourteenth and Fifteenth Amendments to the Constitution of the United States, a series of Western State Constitutional Conventions, and a pilot project on the Good Friday Agreement. We have openings for casual workers to help us conduct final checks prior to publication.

Responsibilities

The role involves proofreading and editing work already carried out 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, such as checking links and attaching source materials.

This opportunity is particularly suited to Humanities students interested in exploring careers in digital publishing, documentary editing, or considering a research degree. You will gain demonstrable experience in proofreading and editing. The role will also provide insights into the working of an academic research project and the issues involved in editorial decision making, as well as 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

More than one post is available and recruitment is on a rolling basis. We expect work to be available immediately until the end of July 2022. Successful applicants will be subject to a right to work check. They will be paid £12 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.