

Archival Internship with the Quill Project

JOB DESCRIPTION



Background

Quill is a digital humanities research project based in Pembroke College and the Faculty of History. 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.

To date Quill has had a particular focus on the founding documents of the United States, but in March 2021, the History Faculty was awarded funding by the John Fell Fund to apply the Quill methodology and technology to the Northern Ireland Peace Process. As part of this project, we are offering a number of 2-week internships from 6-17 December 2021.

More details of our methodology and published projects can be found at www.quill.pmb.ox.ac.uk.

The role of the interns

In summer 2021, four interns worked with the project's digital curator to scan Lord Alderdice's personal archives relating to an early part of the Northern Ireland Talks (the Brookes/Mayhew talks in 1991-92) and to the work of the Northern Ireland Forum in 1996-98. We would like to build on this work during these new internships, including supplementing this material with records held in the National Archives.

During the first two days of the internship, the interns will be introduced to the project and to the work completed to date. They will be asked to proofread some early parts of the model that has been built in Quill as a way of familiarizing themselves with the material and what is required from the archives. The third day of the internship will be dedicated to a visit to the National Archives at Kew, viewing source material and photographing documents. During the remainder of the internship, the documents photographed in the archives will be collated, edited, catalogued, and incorporated into the Quill model, as time permits.

These internships are particularly suited to Humanities students interested in exploring careers in digital publishing, documentary editing, or considering a research degree in History. They will offer experience of working with archival material as well as insight into the editorial process. Interns will have an opportunity to make a significant contribution to an ongoing research project.

The first two days of the internship will take place in person in the Quill Office at Pembroke College from 9.00am to 5.00pm. The third day will involve working at the National Archives at Kew from 9.30-5.00pm (travel costs from Oxford will be covered). The remainder of the internship will be regular 7.5 hour days and could be completed remotely if you have access to a computer and good internet connection.

Responsibilities

The interns will report directly to Ruth Murray, Project Manager/Digital Curator for the Writing Peace project. Their responsibilities will be to:

- Check style, grammar, and accuracy of content already uploaded to the Quill platform, in particular relating to the Brooke/Mayhew project.
- Identify and photograph documents needed from the National Archive collection.
- Convert image files to PDFs, catalogue the new files in the database, and upload to the Quill resource collection.
- Add the new material to the Quill model of the Brookes/Mayhew talks.
- Provide reasonable support and assistance to the Project Manager, as required.

Qualifications

Training in the use of the Quill software will be provided, but the successful candidate will meet the following minimum requirements:

- Enrolled in a relevant degree course
- Excellent attention to detail and the ability to work accurately under pressure
- A proven interest in historical research and text-based analysis
- Good communication skills, both written and verbal
- Solid computer skills
- The ability to work well with a collaborative project team
- Availability for the full duration of the internship, including travel to London on Wednesday 8 December, involving early departure from Oxford and a late return

The following experience is desirable but not essential:

- Prior knowledge or interest in the subject matter of the project
- Working with archival materials
- Assisting with an editing, metadata, or annotation project
- Special training in or experience with database use and management
- Work in an interdisciplinary academic environment

Remuneration and application

Successful applicants will be subject to a right to work check and will be offered a casual contract by the History Faculty. They will be paid at Grade 5.1, £13.88, per hour.

As outlined above, the internships will take place 6-17 December 2021, and interns need to be available for in-person work from 6-8 December inclusive, after which time remote working is possible if required.

To apply, please send your CV and a covering letter, outlining your suitability for this position, to ruth.murray@pmb.ox.ac.uk. The deadline for applications is **9.00am on Thursday 18 November**. Shortlisted candidates will be invited to interview on Monday 22 November.