# Role: Digital Humanities Publishing Assistant

**Employer:** ProgHist Ltd, publisher of *Programming Historian*
**Salary:** £25,000 per annum (pro rata) + home office/wellbeing budget
**Hours:** 0.5 full time equivalent; open ended contract
**Location**: Remote home working; Must be eligible to live and work in the UK

**Reports to**: Chair of ProgHist Ltd
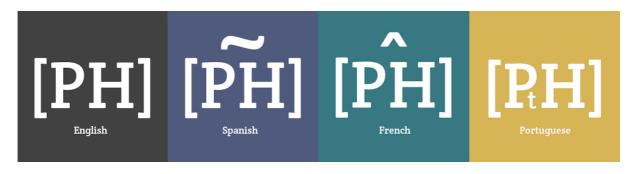**Responsible for**: none

**Posted:** 30 April 2021
**Application closing date:** 21 May 2021

## Role Description

*http://programminghistorian.org*

This Digital Humanities Publishing Assistant role is an exciting remote part-time opportunity to join our global-facing digital humanities team, to support our multilingual publishing teams. Your primary role is to administer, develop, improve, and provide the digital humanities publishing services that underpin our publishing workflows. These include but are not limited to copyediting and proofreading, lesson maintenance and fixing bugs as and when they are identified in existing published lessons, supporting the training of new editorial team members, writing and managing our project documentation and public-facing outreach materials, and working with multilingual colleagues to support the project and its activities. This will include liaising with a range of external partners and service providers.

The successful candidate will have excellent organisational and communication skills, be good at problem solving, and work well in a remote working environment. You will have a demonstrable knowledge of humanities and/or digital humanities in an academic setting. You will possess a high level of cultural awareness and the ability to communicate clearly in English with scholars for whom English is not a first language, both verbally and in writing. A strong familiarity with at least one other language (Spanish, French, Portuguese) is a huge asset, as is a willingness to learn one. You will have a strong background in academic writing in the humanities and good attention to detail. Much of our publication workflow involves working with Github (github.com), and while training will be provided, you must be comfortable working with a range of technologies and be interested in learning about new technology and their applications within humanities work.

The *Programming Historian* project is a world leading pedagogy and digital methods initiative that was the first publication of its kind dedicated to making digital humanities skills accessible to learners anywhere in the world, for free. The project now publishes in four languages (English, Spanish, French, Portuguese), each of which is supported by a team of academics working in digital humanities. These four publications have published more than 150 peer reviewed tutorials, reaching more than 2 million readers per year, and that number continues to grow.

The *Programming Historian* team is committed to diversity, and we insist on a harassment-free space for all contributors to the project, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or technical experience. The candidate will be expected to champion these values.

**Working relationships and contacts:**

The post holder will report to the chair of ProgHist Ltd, and will work closely with the trustees of ProgHist Ltd, the managing editors of the four *Programming Historian* publications, the editorial teams of each, and the volunteer technical team which is responsible for the website upon which the publications rely. They will also work with external parties and service providers in the course of their duties, including those for whom English is not a first language.
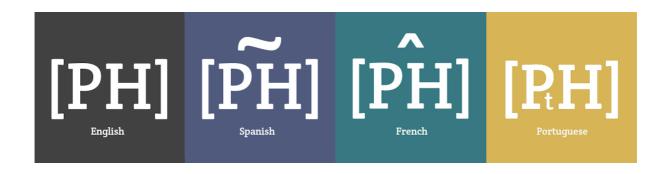
The postholder will be an employee of ProgHist Ltd.

**Benefits**

- A flexible working pattern to be determined with the candidate
- 15 days annual leave per annum, plus UK Bank Holidays and all closure days as defined by UCL (https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures-2020-21)
- £1,000 annual budget for equipment, research, learning, or wellbeing.

**Informal Queries:**

Informal queries can be made to Dr. Adam Crymble, Chair of ProgHist Ltd at programminghistorian@gmail.com

## Person Specification

| | Essential or Desirable | Assessment Method (Application/Interview) |
|---|---|---|
| **Qualifications, experience and knowledge** | | |
| Masters in humanities or digital humanities or equivalent experience | E | Application |
| Digital publishing experience | E | Application |
| Knowledge of digital humanities methods and key debates | E | Interview |
| Comfortable learning a range of technologies | E | Application & Interview |
| Knowledge of git, github, html, and css | D | Interview |
| Experience of working on or developing Jekyll-based websites | D | Interview |
| Experience working with a multinational/multicultural team | D | Interview |
| Experience in digital project management | D | Interview |
| Experience in copyediting | D | Interview |
| **Skills and abilities** | | |
| Fluent in written English | E | Interview |
| Fluent in at least one of written Spanish, French, or Portuguese | D | Interview |
| Time management skills | E | Interview |
| Ability to communicate effectively in writing | E | Application |

## How to apply

Please send a C.V. (max 2 pages) and cover letter outlining why you would make a good match for the position, to programminghistorian@gmail.com.