**Archives Digitization Project Internship: The Letters of Elizabeth Jesser Reid**

Dates: 1 September 2018 – 1 May 2019 (some flexibility is available)

Hours: 8-10 hours per week (3 months FTE)

We seek a PhD student to assist with the creation of a digital resource on the letters of Elizabeth Jesser Reid held in the Royal Holloway Archives. Reid was one of the founders of Bedford College, a pioneer in women’s education, and a prominent anti-slavery activist who corresponded with a large network of reformers and radicals in Britain, Europe and the United States. Despite offering a rich history of nineteenth-century activism and its networks, her correspondence is a little-known and understudied resource.

We are applying for money to digitize 500-1000 letters to and from Reid, and host the text-searchable scans on a purpose built website. The digital archives intern would be responsible for the following:

* Inputting metadata about the collection, including tagging
* Identifying letters of particular interest to scholars of nineteenth-century literature, history and culture
* Writing text about the collection for the website
* Collaborating with Dr. McGettigan and other staff and students on digital visualizations of the collection, and on increasing the accessibility of the collection to scholars and other publics
* Giving a presentation to launch the digital archive at the London Victorian Studies Colloquium in April 2019

The intern will receive training in:

* Paleography and working with manuscript materials
* Archiving and metadata creation
* Digital visualization (digital mapping, network graphs)

The intern will be encouraged to develop conference papers and/or single or co-authored articles around both the collection, and the digital resource.

This project is open to all TECHNE students but would particularly suit students interested in:

* Victorian studies
* Women’s history
* Histories of radicalism and reform
* Archives and Museums
* Digital Humanities

**Assistant Director, Centre for Victorian Studies**

Dates: 1 September 2018-30 August 2020

Hours: 4-6 hours per week, term time only (3 months FTE); evening work required on days of seminar events

We seek a PhD student to assist with the running of the Centre for Victorian Studies at Royal Holloway. Established in 2009, the Centre has an established seminar series and also hosts other events focused on research into nineteenth-century studies. The assistant director would be involved with planning and administering these events and managing Centre communications, in conjunction with Centre Director, Dr Katie McGettigan. The role provides experience in academic and events administration that would be valuable for those looking to progress into careers in academia and the cultural sector. The Assistant Director would also contribute to selecting speakers for seminars and the PG colloquium, allowing them to develop contacts in the academic, cultural and creative industries. The CVS usually bids for at least one source of funding per year and the Assistant Director would collaborate on these bids, providing experience of applying for funding and a track record of grant capture.

**Duties include:**

Meetings with Director to plan events and review budget

Contacting/liaising with potential speakers

Design of posters and programmes in negotiation with the speakers and CVS Director

Advertising the event via social media and our CVS site. (Twitter, Eventbrite, Facebook etc)

Collaborating with the Director on bids to internal and external funders

**Events would include:**

Event with a neovictorian author in Sept in welcome week normally on a Thursday when the Victorian MA starts

2/3 seminar events in the autumn Oct Nov

2/ 3 seminar events in the spring term Jan Feb March

The residential Victorian Studies colloquium in April

The postgraduate master class in May