Job Description and Person Specification

<table>
<thead>
<tr>
<th>Post</th>
<th>Research Assistant, AHRC Delius, Modernism and the Sound of Place</th>
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</thead>
<tbody>
<tr>
<td>Department/Faculty</td>
<td>Faculty of Music</td>
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<tr>
<td>Division</td>
<td>Humanities</td>
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<tr>
<td>Contract type</td>
<td>Part-time (0.5 FTE), Fixed term (12 months) starting 1st October 2015</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 7: £30,434 - £32,277 per annum (pro-rata – i.e. £15,217 - £16,138 for 0.5 FTE)</td>
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</tbody>
</table>

INTRODUCTION

The Faculty of Music proposes to appoint a part-time Research Assistant (RA) to work on a new AHRC funded research project, *Delius, Modernism and the Sound of Place*. The project seeks to develop a detailed understanding of place in Delius’s music through philosophical, hermeneutic and music-analytical perspectives. An integral part of the project is the compilation of a digital catalogue of Delius’s works, based on data gathered by the British Library in conjunction with its extensive holdings of Delius manuscripts. The Delius Online Catalogue (DOC) will provide the basis for the project’s historical framework, as well as becoming an important resource for future Delius studies. For more information on the project, see Project Overview in Appendix 1.

OVERVIEW OF THE ROLE

Reporting to the project’s Principal Investigator (PI), Professor Grimley, the Research Assistant will assume primary responsibility for compiling the Delius Online Catalogue (DOC), using data recently gathered by the British Library in conjunction with its extensive holdings of Delius manuscripts. The DOC will be a systematically organised inventory of the complete works of Frederick Delius (approximately 180 works in total), ordered according to title, date of composition, text, and genre, with an accompanying critical commentary (which may address matters of authorship and revision, performance, and recording). The catalogue will also include collation of the existing paper catalogues of Delius’s music (compiled by Rachel Lowe and Robert Threlfall), and will be assembled using a new Metadata Editor and Repository for MEI data (MerMEID), developed by the Danish Centre for Music Publication (http://www.kb.dk/en/nb/dcm/projekter/mermeid.html). The Research Assistant will be employed by the University of Oxford, but most of the work will be undertaken in the Music Department at the British Library, where specialist cataloguing advice will be locally available.
DUTIES OF THE ROLE

The appointee will be required to undertake the following duties:

- Manage personal academic research activities in tandem with the aims and activities of the project. This involves managing the DOC project, including problem-solving and regular consultation with Professor Grimley, the project’s PI, and the co-ordination of multiple aspects of work to meet the deadlines of the project.

- Adapt existing and develop new research methodologies and materials, especially the adaptation of a new version of MerMEID (described above) to assemble the catalogue. The Danish Centre for Music Publication will be involved with the project in a consultative capacity.

- Analyse qualitative and/or quantitative data from a variety of sources, including the British Library’s catalogue of their Delius holdings (which will be available in XML format) and the paper catalogues published by Rachel Lowe and Robert Threlfall (which need systematic collation, re-organisation and review in the light of subsequent research).

- Road-test the findings and format of the DOC as it is assembled, in conjunction with the PI and other project stakeholders (including the British Library, the Danish Centre for Music Publication, the Delius Trust, and the Delius Society).

- Collaborate in the preparation of relevant research publications, and support the work of the project PI, primarily dedicated toward completion of a single-author monograph for Cambridge University Press.

- Present papers at conferences or public meetings, including the organisation (in consultation with the PI) of a dedicated Study Day on the Catalogue at the British Library at the end of the project.

- Represent the DOC at external meetings or seminars, either in conjunction with the PI, or alone, both to facilitate knowledge exchange and to enhance/disseminate the catalogue as it develops.

- Engage with members of the public in a variety of different fora to publicise or disseminate project outputs and information about project activities, so as to enhance the impact of the underpinning research.

- Ensure personal development of a strong research profile and high-quality research outputs as part of an overall career development strategy.

PERSON SPECIFICATION

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

The successful candidate will demonstrate the following:
Essential

- Hold a PhD/DPhil or equivalent in a relevant field (including music history, music theory and analysis, bibliography, and/or the digital humanities);
- Excellent communication skills, including the ability to write for publication (in English), present research proposals and results, and represent the project at meetings;
- Experience of dissemination of information through web-based media via website editing and podcasting;
- Specialist knowledge of music cataloguing procedures and digital databases;
- Experience of working with music manuscripts in an archival capacity;
- Experience of contributing to relevant publications/presentations;
- Proven organisational skills, with the ability to manage own academic research and associated activities as well as management of teams of varying size, skills and expertise;
- Able to work independently without supervision and operate congenially within a team, communicating ideas and information with confidence and clarity;
- Excellent IT skills and the ability to trouble-shoot problems with digital media and complex databases in a positive manner.

Desirable

- Ability to contribute ideas for new research projects and research income generation;
- Experience of actively collaborating in the development of research outputs for publication;
- Experience of independently managing a discrete area of a research project.

OVERVIEW OF THE FACULTY

The Faculty of Music is one of the largest and liveliest music departments in the country, and an internationally renowned centre of musical teaching and research. The Faculty came top of the ‘intensity rankings’ for music departments in the Research Excellence Framework (REF 2014), with 55% of its research rated as ‘world-leading’ and a ‘research environment’ given the highest possible grade.

The Faculty has nearly 300 students, of whom two-thirds are undergraduates. There are presently 16 staff holding permanent academic appointments in the Music Faculty: the statutory Heather Professor of Music, nine other professors, and six associate professors. The total membership of the Faculty, including research staff and college tutors, is over 50. The Faculty is situated in self-contained and specially adapted buildings in central Oxford, next to Christ Church Meadow. The facilities comprise fully equipped teaching and lecture rooms, a rehearsal hall, a new suite of practice and ensemble rooms, the award-winning
Faculty Library (which has one of the most extensive collections in the UK), the Bate Collection of Musical Instruments, high-specification electronic music studios, and a MAC-based Multi-media Resource Centre. The Faculty offers a full annual programme of recitals, performance and composition workshops, and masterclasses, as well as public lectures and research seminars, featuring international musicologists, composers and performers. Many of the Faculty’s recitals and concerts are held in the Holywell Music Room, the oldest purpose-built concert hall in Europe, and occasionally in the Sheldonian Theatre. The exceptionally rich musical life of the University and its colleges – including world-famous choirs, University orchestras, chamber groups and jazz ensembles, in addition to the Faculty-based new music ensemble and laptop orchestra – is complemented by the wide range of musical activities to be found in and around the city, drawing on numerous musical traditions.

Through its undergraduate and postgraduate programmes, the Faculty offers a highly stimulating environment for anyone interested in a practical, scholarly and creative engagement with music. Our undergraduate and graduate curricula are strong in traditional musicological and musical skills, but are also notably wide-ranging and imaginative, reflecting contemporary developments in music and musicology. The Faculty’s research and teaching strengths cover a broad spectrum, including European music of many periods, ethnomusicology, composition, opera, film music, analysis and music theory, the psychology of music, performance, and performance practice.

For more information about the Faculty, please visit: www.music.ox.ac.uk

OVERVIEW OF THE BRITISH LIBRARY

The British Library is the national library of the UK and its collections are of international standing. The Library's music collections encompass all types of music (classical, popular, world and traditional music) and all formats, from manuscripts to audio downloads. The Library’s collections of music material in manuscript are very strong in the modern period. Twentieth-century British musical autographs now form one of the largest elements of the collection. Among them are major collections of manuscripts of Elgar, Delius, Vaughan Williams, Holst, Tippett, Britten, and Maxwell Davies.

This project therefore has the opportunity to work on material which is of great significance and importance to the musicological community, and to develop processes and outcomes which are potentially of wider application.

HOW TO APPLY

Please apply online on the Oxford University jobs pages https://www.ox.ac.uk/about/jobs/

If you consider that you meet the selection criteria, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You should contact your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so. You should provide the names and full contact details of your referees even if you do not wish them to be contacted yet.
You will also be required to upload the following:

- a covering letter or statement of no more than two A4 sides, explaining how you meet the selection criteria set out above;
- a full CV.

Please save all uploaded documents to show your name and the document type.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

All applications must be received by **noon Friday 19 June 2015**.

**Interviews are expected to take place on Wednesday 15 July 2015.**

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

Reasonable expenses will be reimbursed for candidates invited to interview. The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all e-mails.

Should you have any queries about the post or how to apply, please contact: administrator@music.ox.ac.uk or office@music.ox.ac.uk
Appendix 1 – Project Overview
Delius, Modernism and the Sound of Place: Technical Plan

Section 1: Summary of Digital Outputs and Digital Technologies

The Delius Online Catalogue of Works (DOC) will be a systematically ordered inventory of the complete works of Frederick Delius, including all published works and juvenilia, categorised according to title, date of composition, text, and genre. The catalogue will utilise the development of a new Metadata Editor and Repository for MEI data (MerMEID) system developed by the Danish Centre for Music Publication (DCMP) at the Royal Library, Copenhagen (http://www.kb.dk/en/nb/dcm/projekter/mermeid.html), using existing XML data gathered by the British Library in 2014 from their extensive holdings of Delius manuscripts. Detailed description of the XML coding for each inventory follows current TEI guidelines (http://www.tei-c.org/release/doc/tei-p5-doc/en/html/MS.html).

The Online Catalogue will be free at point of use, and available to anyone with internet access. It will be hosted by the University of Oxford, where the PI is based. During the course of the project an informational website promoting the DOC and documenting progress will be established on the Music Faculty's website research pages. In the meantime, the DOC itself will be developed as a dedicated site hosted and maintained by the University of Oxford’s NSMS digital consultancy and web management service (which offers an industry-standard level of bespoke support for hosting digital archives and databases). The DOC will ultimately be surfaced via a specially developed frontend, which will be designed and implemented by the project RA with expertise from NSMS and Oxford University IT Services.

Section 2: Technical Methodology

2a: Standards and Formats

- Catalogue metadata will employ the Music Encoding Initiative (MEI) XML schema, and has been developed in conjunction with the ongoing compilation of a thematic catalogue of the works of Danish composer Carl Nielsen: a project that has close parallels with the Delius Online Catalogue (see Axel Teich Geertinger and Laurent Pugin, ‘MEI for bridging the gap between music cataloguing and digital critical edition’ Die Tonkunst, 5/3 (2011), 289-94.).
- Standards for catalogue description will include both the Library of Congress Authorities for names and standard long and short titling, and the recently revised RDA library cataloguing standards, with extensive commentary on sources, variants, correspondences, recording history and bibliography. The DOC will be a web-based HTML resource, designed to exceed current Level AA criteria of the internationally developed Web Content Accessibility Guidelines (WCAG) 2.0 (http://www.w3.org/TR/WCAG/), mandated by the recent UK government guidelines re the Equality Act 2010 (https://www.gov.uk/service-manual/user-centred-design/accessibility). Full accessibility testing of the site will be arranged in conjunction with the British
Library and the Bodleian Library, Oxford before the project’s formal launch. The site will be compatible with suitable assistive technologies, including JAWS, NVDA, VoiceOver for OSX, Window Eyes and SuperNova, consistent with the university’s policies for accessibility.

2b: Hardware and Software

- The DOC will be implemented using Danish Centre for Music Publication’s Metadata Editor and Repository for MEI Data (MerMEId) software.¹ MerMEId is an established Open Source framework which provides both for the authoring and editing of music metadata, and for the online publication of such metadata as a searchable catalogue.
- The project website will initially make use of the Music Faculty’s existing CMS (content management system)-based website. When completed, the DOC will be made available via a dedicated website which will employ an Open Source content management system (which will be selected during the project but which would most likely be either Wordress or Drupal) for general content and contextual materials, together with searching/browsing interface to MerMEId.
- The DOC will be hosted on NSMS’ standard virtual server infrastructure, on a Linux-based virtual machine. MerMEId requires a conventional Java / Tomcat environment together with XML and XSLT components and the Open Source eXist native XML database engine. The DOC dataset is text based, so there are no significant storage requirements.

2c: Data Acquisition, Processing, Analysis and Use

- Source data for the DOC will primarily be drawn from the British Library’s fully updated and collated version of the existing published catalogues of its Delius sources (Lowe 1974, Threlfall 1977 and 1986), as well as the BL’s own internal informal listing of the collection. Though Lowe and Threlfall are rich sources of information, they are extremely difficult to navigate and difficult to use alongside the BL’s holdings. The BL’s own collated XML version of this information will be completed in 2014 and uploaded to the Library’s online catalogue of manuscripts, and will be a significant advance on these earlier inventories and will include much new information.
- The entry for each individual work will include the following data:
  1. General Work data: titles in various languages (e.g. English, German, French, Norwegian, using standards set by the Library of Congress Authority list); personalia (arranger, text author, dedicatee; text blocks for general work description and genesis)
  2. Source metadata, including type of source, publication and library data, provenance (including Delius Collected Edition), physical description, and lists of hands (e.g. Eric Fenby, Thomas Beecham); text blocks for further description and commentary.

¹ http://www.kb.dk/en/nb/dcm/projekter/mermeid.html
3. Musical Structure and Metadata, including instrumentation, main key, duration; at movement level: tempo, main key, duration, text incipit, links to music incipit files.
4. Performance data: date, place, artists, reviews.
5. Discography: date, artists, catalogue number
6. Bibliography: references to primary and secondary texts (including URLs for online sources)
7. Links to external sources:
   - Library of Congress Authority record for the work, author and composer;
   - sources of images and library catalogue entries for sketches, manuscripts and editions;
   - recordings, both free and purchasable (links to iTunes and Amazon affiliates will enable the project to monetize aspects of the catalogue which will create part of the income necessary for technical maintenance and long-term support.)
   - modern editions (both downloadable and for purchase – see item above re monetization)

   The DOC will be fully searchable using a variety of different parameters, building on those discussed in Yves Raimond's Music Ontology project (http://musicontology.com/), including not only work title (this remains the primary search term but also date of composition, ms accession number, genre (e.g. ‘orchestral works’, ‘chamber works’, ‘works for solo voice and piano’), and text author, and may be ordered by the user either viewing the entire content or a pre-selected sub-set (e.g. works for piano and voice only).

Section 3: Technical Support and Relevant Experience

- The project RA will have responsibility for the development of the DOC and will be recruited on the basis of technical experience of working with XML (specifically TEI/MEI) and XSLT, as well as some knowledge of music archival materials and digital curation; specialist knowledge of Delius’s works, however, will not be a requirement at the start of the project. The RA will be employed by the University of Oxford, but will be accommodated within the Music Department at the British Library, close to the source materials themselves, where specialist curatorial advice and cataloging expertise will be immediately available.

- Primary technical support will be provided via the University of Oxford’s IT services team, which has extensive experience of working with TEI data and digital catalogue environments, the NSMS team and the Bodleian Library cataloguing and online delivery services.

- In order to facilitate the project’s use of MerMEId and to assist the Oxford technical support team in familiarising themselves with its use and customisation, some support time from the DCMP team has been costed in (see JfR, ‘Other directly incurred costs’). DCMP will also offer general oversight and guidance as Project Partners: the application of the software to a new composer’s output will enable the DCMP to test it for robustness in distribution, with the intention that it
could be applied in the future to cataloguing the works of other composers, e.g. Elgar or Mendelssohn.

- The project will be able to draw upon a significant body of relevant expertise in the development of online catalogues and the application of relevant standards from both Oxford’s IT services, the Digital.Humanities@Oxford network, and the British Library. Subject domain specific expertise in cataloguing and digital projects is also available within the Music Faculty (Dr J Craig-McFeely, DIAMM project, www.diamm.ac.uk) to which the project team will have access.

- Day-to-day IT support will be available to the project team via the IT officers of the Faculty of Music and Oxford University IT services.

Section 4: Preservation, Sustainability and Use

4a: Preserving Your Data
Localised backup for all Faculty projects is provided by the Faculty of Music in Oxford using RAID systems with archive tape storage (costs of the additional disc and tape storage to expand current capacity accordingly are included in Other Costs). At University level, the project will take full advantage of Oxford’s unique HFS backup service which will be used both for daily backups and storage of procedural data, as well as for long term archival.2

4b: Ensuring Continued Access and Use of Your Digital Outputs

- In order to achieve long-term sustainability and ensure continued access to the catalogue, the DOC will be designed to meet the Bodleian Library’s requirements for digital preservation (http://www.bodleian.ox.ac.uk/bodley/about-us/policies/preservation). Responsibility for the curation of the DOC’s digital materials will remain ultimately with the PI, who will oversee the long-term development of the DOC beyond the lifetime of the Fellowship, and who will work with both Oxford’s IT Services, the Bodleian Library and the British Library to gather feedback on usage of the site and opportunities for enhancement or development as appropriate.

- The Bodleian Library’s infrastructure sustainability planning allows it to make an institutional commitment to maintain the project’s web presence and electronic resources in a working state for a period of 10 years beyond the funded extent of a project.

- Digital resources require ongoing maintenance to ensure they remain compatible with developments in systems and browser technology (i.e., active, rather than passive, sustainability). A strong foundation for this will be provided by the use of current best practices and standards in the development of the interface for the DOC, and the project will also benefit from ongoing updates to the MerMEId software. Beyond this, a small stream

2 http://www.oucs.ox.ac.uk/hfs/
of income to provide for active sustainability will be sought via links with Amazon and iTunes affiliates, and by a series of fund-raising activities planned beyond the end date of the project by the PI (for instance, in collaboration with the Delius Society). The resource has the support of the Bodleian Libraries who are committed to maintaining scholarly bibliographical resources well beyond the life-span of the funded part of the resource creation.