



## JOB DESCRIPTION

<b>Job Title:</b>	Post-Doctoral Research Assistant (Ridolfi collection)
<b>Department / Unit:</b>	Languages, Literatures and Cultures
<b>Job type</b>	Casual
<b>Grade:</b>	RHUL7
<b>Accountable to:</b>	Dr Stefano Jossa
<b>Accountable for:</b>	Transcribing and translating the Ridolfi letters at the Archives at RHUL
<b>Purpose of the Post</b>	
<p>To undertake research in a designated field / subject area including historicising and contextualising, recording data, analysing and writing up results as part of a team. In particular, the PDRA will be responsible for transcribing and translating the Ridolfi letters at the Archives at RHUL.</p> <p>The job is integral part of the BA/Leverhulme SRG awarded to Dr Stefano Jossa for a research project on the Ridolfi collection of letters at the Archives at RHUL.</p>	
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>• To lead the conceptualisation and development of a framework and methodology that explicitly considers letter writing and social networks in the early modern period.</li> <li>• To design and carry out a global analysis of studies undertaken on letter writing and social networks in the early modern period.</li> <li>• To gather supporting evidence for the research through social history methods including historicising, contextualising, analysing, observational studies and quantitative data collection. This will include a research trip to Florence for one month outside of term times in the second year of activity (fully funded) in order to examine and investigate the Ridolfi letters in the collections at the Cassa di Risparmio di Firenze and Biblioteca Nazionale di Firenze.</li> <li>• To work closely with a large number of academics, postdoctoral researchers and PhD students nationally and internationally in order to build the framework and methodology that will contribute to interdisciplinary scientific understanding of letter writing and social networks in the early modern period.</li> </ul>	

- To contribute to the dissemination of findings through conference presentations and journal articles, collaborating with others as necessary.
- To contribute to reporting, as required.
- To contribute to the overall activities of the research team and the department as appropriate.
- To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Project Director.
- Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

Under the supervision of the PI, the PDRA will be expected to:

- Transcribe and translate into English all letters in the collection (ca 400).
- Maintain accurate records of their work.
- Train in order to acquire new skills.
- Help with the promotion of the research programme by posting news online, attending conferences and spreading the word as appropriate.
- Attend one meeting in term 1 and one in term 2 across both years with the assistant director and colleagues of the same discipline, in order to discuss progress and achievements.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of either the Project or the College or both. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder will be required to regularly work at the Archives at RHUL and may be required to work at any of the locations at which the business of Royal Holloway is conducted.