FACULTY OF MUSIC

Job title	Leverhulme Postdoctoral Research Assistant
Division	Humanities/ Social Sciences
Department	Faculty of Music
Location	Faculty of Music, St Aldate's, Oxford, OX1 1DB
Grade and salary	Grade 7: £36,024 - £44,263 per annum (pro rata)
Hours	0.5 FTE (18.75 hours per week)
Contract type	Fixed-term (36 months from 7 October 2024 or as soon as possible thereafter)
Reporting to	PI Prof Daniel Grimley, Faculty of Music
Vacancy reference	174852
Additional information	

Overview of the role

'Elgar's Themes' is a major large-scale research project funded by the Leverhulme Trust and led by Principal Investigator Prof. Daniel Grimley at the University of Oxford. Themes are a foundational unit of musical organisation and experience, but critical study of thematic process has become increasingly marginalised. This ground-breaking interdisciplinary project will employ cutting-edge digital methods to revitalise the analysis of musical themes via an online thematic catalogue of the work of Edward Elgar (1857-1934). Elgar's diaries, writings and correspondence indicate how he associated themes with specific times and places, particular people (most famously in the 'friends pictured within' the *Variations*, op. 36), and with feelings, moods, memories and emotions. Connecting historical modes of understanding with the opportunities enabled by a fully digital environment supports a new understanding of theme as *linked data*, promoting a fresh engagement with questions of thematic ontology and musical meaning.

We are seeking to appoint an experienced postdoctoral Research Assistant (3 years, 0.5FTE) to undertake foundational work with one of the project's workstreams. Reporting to the project PI Grimley and senior researcher Dr Kevin Page, based at the Oxford e-Research Centre (OeRC), the RA will be a digital musicologist with experience of working with archival materials and

catalogues. The RA's principal task will be to collate catalogue materials and assemble entries for the digital catalogue of Elgar's work, updating current metadata from existing catalogue resources (held at the BL and elsewhere), and generating original metadata for new sources. The catalogue will be assembled using the specialist music cataloguing software MerMEId, originally developed at the Royal Library, Copenhagen (https://mermeid.edirom.de/about.html) and previously employed by members of the project team to create a digital catalogue of the works of Frederick Delius(https://delius.music.ox.ac.uk/catalogue/welcome.html).

This is an exciting opportunity to work with a rich corpus of musical works and related archival materials and to deploy novel new digital technologies in a large-scale project as part of a supportive cross-disciplinary research team with varied interests across the digital humanities.

DUTIES OF THE POST

The person appointed will be required to undertake the following duties:

• Manage own academic research and administrative activities. This involves small scale project management, to co-ordinate multiple aspects of work to meet agreed deadlines within the project schedule;

• Adapt existing and develop new research methodologies and materials, especially in digital musicology and heritage curation;

• Prepare working theories and analyse qualitative and/or quantitative data from a variety of sources, reviewing and refining theories as appropriate to support the wider project aims;

• Contribute ideas for new research projects relating to Elgar's life and work in light of the findings of the digital catalogue;

• Develop ideas for generating research income, and present detailed research proposals to senior researchers in the fields of digital musicology, music history and analysis;

• Collaborate in the preparation of research publications, including articles and book chapters on elements of digital musicology and thematic analysis, especially relating to Elgar's life and work;

• Present papers at conferences or public meetings;

• Act as a source of information and advice to other members of the group on digital methodologies or procedures;

• Represent the research group at external meetings/seminars, either with other members of the group or alone;

• Carry out collaborative projects with colleagues in partner institutions (such as the Royal Birmingham Conservatoire and the British Library), and research groups

PERSON SPECIFICATION

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

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection.

The successful candidate will demonstrate the following:

Essential

- Hold a relevant PhD/DPhil in digital humanities or a cognate field;

- experience of using specialised software and digital methods within a research investigation;

- Possess sufficient specialist knowledge in the discipline to work within established research programmes within the digital humanities;

- Ability to manage own academic research and associated activities within a collaborative framework;

- Previous experience of contributing to publications/presentations;

- Ability to contribute ideas for new research projects and research income generation;

- Excellent communication skills, including the ability to write for publication, present research proposals and results, and represent the research group at meetings.

Desirable

- Experience of independently managing a discrete area of a research project;

- Experience of actively collaborating in the development of research articles for publication.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive

workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

The Faculty of Music

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. In the recent Research Excellence Framework (REF 2021), 40% of Oxford's submission was judged to be 4* (the highest score available, for research quality that is world-leading in terms of originality, significance, and rigour).

There are presently 14.5 staff holding permanent academic appointments in the Music Faculty: seven full Professors, seven Associate Professors, and a Director of Musical Performance and Performance Studies. The total membership of the Faculty, including research staff and college tutors, is over 50. The Faculty has nearly 300 students, of whom two-thirds are undergraduates. The Faculty is currently situated in self-contained and specially adapted buildings in central Oxford, next to Christ Church Meadow, but will move to the new Stephen A. Schwarzman Centre for the Humanities in September 2025 (details above).

The Faculty offers an extensive annual programme of recitals, performance and composition workshops, and masterclasses, as well as public lectures and research seminars, regularly 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 new 500-seat concert hall in the Schwarzman Centre will provide a world-class venue for future events. The exceptionally rich musical life of the University and its colleges – including world-famous choirs, University orchestras and chamber groups, jazz ensembles, in addition to the Faculty-based new music ensemble – is complemented 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, analysis and music theory, the psychology and sociology of music, music education, music philosophy, sound studies, performance, and performance practice. The Faculty hosts

regular visiting speakers in Music Theory and Analysis at OSiMTA (https://www.music.ox.ac.uk/oxford-seminar-music-theory-analysis-osimta), Music Psychology at OSPoM (https://www.music.ox.ac.uk/oxford-seminar-psychology-music-ospom), Medieval & Renaissance Music at the All Souls Seminar (https://www.music.ox.ac.uk/all-souls-seminars-medieval-and-renaissance-music), Ethnomusicology and Sound Studies at St John's College (https://www.music.ox.ac.uk/seminar-in-ethnomusicology-and-sound-studies), Composition at the <*speaks*> series, and in our general Research Colloquia.

The Faculty of Music holds a Bronze Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

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

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: http://www.humanities.ox.ac.uk/

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties will be housed together along with a new library. These disciplines are currently scattered in buildings across Oxford but they will be united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building will be open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There will be dedicated space for schoolchildren to visit and engage with Oxford's researchers. There will be exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships. We cannot wait to welcome you to the first performance in 2025!

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).
If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs.

Non-technical questions about this job should be addressed to the recruiting department directly.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.
For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.
There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care.

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.