Project Vox

Role Description Document

Scope: This document details the roles and responsibilities of Project Vox team members and contributors
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The work of Project Vox is performed primarily by team members, with additional support provided by contributors. **Team members** provide material and ongoing support for Project Vox, primarily through regular and active participation in team meetings, contribution to the project's established goals, and collaboration with other team members to effect this work. As such, while their efforts may be ascribed to a specific role on the team, their actions and input intersect with multiple domains of work, and they and the team benefit as a result of this more expansive engagement. **Contributors** provide discrete material support for the work of Project Vox (e.g., in the form of focused research); however, they do not regularly meet with the team, engage in broader discussions or decisions that impact the direction of the project, or work substantively or in a sustained way with the team.

Named roles are distinct from one another in the publishing workflow. Unless otherwise noted, an individual can perform multiple roles. Select roles can be performed remotely, while others must be performed by a local team member who can attend regular team meetings at Duke University, Durham, NC, USA. Roles have been grouped into subteams to correspond with the main processes of the workflow: **management, research, production,** and **outreach & assessment**. Information on outreach & assessment roles can be found in the Project Vox Outreach & Assessment Manual.

Minimum viable number of individual participants to enact the publishing workflow: five team members and two outside expert reviewers
- Team Member 1: Project manager, managing editor, and lay reader
- Team Member 2: Research lead, image lead, researcher, and writer
- Team Member 3: Copyright consultant
- Team Member 4: Technical lead, metadata analyst, image technician, and content stager
- Team Member 5: Outreach coordinator (social media management, website updates) and assessment analyst (web analytics)

Ideal number of individual participants to enact the publishing workflow: fourteen team members, one for each role; two outside expert reviewers

MANAGEMENT

Co-Directors:
- responsible for:
    - creating and communicating the project's vision with the team and partners
    - developing partnerships that help further the work and vision of the project
    - securing resources and support that can sustain the project (e.g., funding personnel)
    - working closely with the project manager and managing editor (e.g., meeting regularly, such as weekly, to coordinate project work)
    - if resources are limited, may take on roles of project manager and managing editor (though not ideal)
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Project Manager:
- responsible for:
    - amplifying and actualizing the project's vision through work with project team and partners
    - keeping lines of communication open between all team members
    - setting and meeting project deadlines
    - creating agendas for team meetings
    - documenting project work
    - ensuring access to and use of tools necessary for coordinating and supporting team success
    - working with co-directors to ensure the project's sustainability, and develop new project initiatives, partnerships, and funding sources
    - maintaining a comprehensive viewpoint rather than focusing on granular details of the publishing workflow
- does <u>not</u> take on any other roles outside of the management team
- in times of limited staff, takes on additional Managing Editor responsibilities
- reports directly to the project co-directors
- may serve as a mentor to junior team members
- must be performed by a local team member

Managing Editor:
- responsible for:
    - ensuring successful publication of new content
    - utilizing the publishing workflow in a consistent manner
    - communicating the publishing workflow to all team members (including contributors and reviewers)
    - following up on every step of the publishing workflow
    - oversees publishing workflow from the beginning stages of research to the final publication of new material
    - reviewing all content before it is moved to the next stage

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- o coordinating Production team's timeline and communicating any questions or issues related to their work
- o working closely with project manager to establish deadlines and goals that align with other areas of project work to ensure efficient use of project resources
- o facilitating communication between the technical lead and the Research team
- o serving as primary point of contact with outside expert reviewers by:
  - confirming their willingness and ability to review the content
  - providing them with access to the text research for review
  - following up to ensure that the review is completed and any questions are addressed
- does <u>not</u> take on any other roles outside of the management team
- reports to the project co-directors
- must be performed by a local team member

<u>RESEARCH</u>

Research Lead:
- responsible for:
  - o planning, delegating, and/or executing all work necessary to complete and convey research deliverables
  - o developing and maintaining a strong familiarity with the biography of, work of, and literature surrounding the philosopher of focus
  - o distributing tasks and setting relevant deadlines for text and image researchers (when available)
  - o working with managing editor to ensure the research team's work is consistent and timely
- if resources are limited, may also function as text researcher, image researcher, and/or writer

Feasibility Counsel
- Completes (or ensures completion of) feasibility documents and synthesizes into a recommendation (i.e., report + presentation)
- Presents finished study results to the team, answering questions and providing information that helps team decide whether and how to pursue an entry
- Reflects an understanding of Project Vox's current portfolio and resources available to pursue an entry, couches recommendations in this understanding
- Guides and mentors other researchers participating in feasibility study
- Coordinates work with the Research Lead, providing regular updates on research progress and preparation for final presentation and receiving guidance on how to pursue and manage the process

Researcher:
- responsible for:

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- o discovering and synthesizing textual resources on a given figure (this will form the basis for the written content on that figure and will be concerned with all relevant non-image related resources)
- o creating an extensive (not comprehensive) bibliography of biographical information and secondary sources
- o identifying texts for translation
- o identifying images for inclusion in entry, timeline, and gallery and supplying accompanying text
- works under the direction of the Research Lead who will determine the scope of the researcher's work and the deliverables to be submitted
- works with Image Lead to identify, describe, and place images as part of entry, timeline, and gallery
- works with the Feasibility Counsel to research and synthesize preliminary information on a philosopher
- may be performed remotely
- may be combined with other roles within the research team

Images Lead:
- responsible for:
  - o planning, searching for, and securing permission for all images used in the entry, timeline, and image gallery related to a figure of focus
  - o ensuring that images are of appropriate size, quality, and format, and naming images according to file-naming schema
  - o composing requests for use of images directed to librarians, curators, etc. (depending on required language skills or institutional sensitivity, the copyright consultant may take on the task of writing such correspondence)
  - o maintaining a spreadsheet of images comprising specific file names, proposed use, and permissions type
- works with the Research Lead to determine the scope of the image research and the deliverables to be submitted
- may be performed remotely
- may be combined with other roles within the research team

Translator:
- responsible for:
  - o producing rudimentary or more polished translation of selected text (e.g., image captions, correspondence, essays)
  - o serving as editor for others' translated text
- works under the direction of the lead researcher who will determine the scope of the translator's work and the deliverables to be submitted
- may be involved in one or more sections of the final project
- may be performed remotely
- may be combined with other roles within the research team

Writer:

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- responsible for:
    - synthesizing the research performed by the text researcher(s) into consistent, tonally appropriate text for publication on the Project Vox website
    - working with the copy editor (Production team), managing editor (Management team), and Research Lead to ensure that the final website copy meets Project Vox standards, as well as broader academic ones
- may be subsumed under that of the lead researcher and/or text researcher(s)
- may be performed remotely
- may be combined with other roles within the research team

Copyright Consultant:
- responsible for:
    - advising the image researcher(s) when/if they have difficulty obtaining permissions for an image, or if there is any doubt that an image can be published online
- should be an expert in image and text permissions and copyright, as well as copyright policies specific to Duke Libraries
- must be performed by a local team member

Two Outside Expert Reviewers:
- responsible for:
    - providing feedback on the accuracy and sufficiency of the synthesized text research, once this work is completed by the Research team
- should be established, credible figures in the field of philosophy and have knowledge relevant to the figure in question
- should be distinct from the project team
- may be performed remotely

PRODUCTION

Technical Lead:
- responsible for:
    - ensuring that production workflows and technology infrastructure reflect best practices for sustainability, usability, and access
    - consulting with the Production team on matters related to digital image production, the structuring and archiving of project data, CMS maintenance, site architecture, and technical dimensions of assessment (Google Analytics, Altmetric, etc.)
    - writing and maintaining any custom project code (such as the Project Vox WordPress plugin) needed to ensure the functionality of the Project Vox site
- if resources are limited, may also perform the roles of metadata analyst and image technician
- must be performed by a local team member

The following three roles may be performed by one person or divided up among team members as part of publication staging workflow:

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Metadata Analyst:
- responsible for:
  - describing and making the online materials discoverable for search engines
    - webpages, images, and other digital objects should all be described using the Dublin Core metadata standards within the WordPress CMS
- works under the direction of the technical lead
- must be performed by a local team member

Image Technician:
- responsible for:
  - formatting images for digital publication
    - may include converting image types, cropping images, and quality control
  - crediting image permissions and formatting image descriptions
- must be performed by a local team member

Content Stager:
- responsible for:
  - moving content, including text, images, tables, and files, to the Project Vox staging site
  - ensuring that content is moved without error, that content conforms to the Project Vox style, and that presentation of text, headings, tables, etc. is consistent within the philosopher's section and with other philosopher sections on the site
- must be performed by a local team member

Lay Reader:
- responsible for:
  - assessing the content for non-expert audiences
  - editing the research text for spelling, grammatical, punctuation, or other language errors
- works with the Research team and is facilitated by the managing editor, who coordinates and consults with the Research Lead to ensure copy edits do not substantively change the content
- ideally, is not a member of the Research team or an individual with deep subject knowledge
- may be performed by a local or remote team member

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