

Directory Staff

Jessica Pressman

From:
To:
Cc:



Sent: Sunday, May 05, 2002 5:38 PM
Subject: RE: Robert Kendall to begin working (for pay!) on directory project
Jessica,

Below is a basic job description for the assistants who will be helping us with the directory. As Jeff says, we plan to start slowly with hiring on the Work Studies, but by sometime this Fall I would anticipate that there would be enough work for at least 2 or 3 Work Studies devoted exclusively to the Directory. We should be ready to use one assistant in about a month or so. I'd like to have one during the summer, if possible, to help with at least the Contributor Liaison, Data Entry, and Beta-Testing tasks below. This will also give me an idea of how much work one assistant can handle during a week, so as better to determine our staffing needs for the fall.

How exactly does the Work Study program work? Do assistants have to be hired for the duration of a school term? Can we get someone to work for us this summer, and if so, when would they start?

Among the tasks we'll be attending to this fall will be making the Directory accessible to French and Spanish readers and making entries for French and Spanish work accessible to English readers. This will require some translators. Would we be able to hire work studies this fall to perform these translating tasks? The material that needs to be translated shouldn't be too demanding – mostly descriptions of work, author bios, and labels for fields in the Directory. But accuracy is crucial in these translations.

What are the computer resources available in your office? If we had 2 or 3 assistants working on the Directory, would they each have access to a computer to work on? Could we stagger their hours so they are coming in at different times to work on the same computer? What would be the upper limit in terms of the number of assistants we could accommodate?

By the way, I hear you're getting married this summer. Congratulations!

–Rob

Job Description for Directory Assistants

Duties:

Contributor Liaison

- Contact authors and publishers and encourage them to add and update entries. (I will provide list of potential contributors to contact.)
- Evaluate requests for new accounts and respond appropriately by contacting requester and setting up an account if necessary.

Public Relations

- Locate Web sites that might want to link to the Directory.
- Contact administrators of those sites and encourage them to link to the Directory.

Data Entry

- Find publishers, authors, and works that should be entered in Directory. (I will provide URLs of sites and home pages that should be searched for authors and works we haven't included.)
- Enter data for these publishers, authors, and works.

Fact-Checking and Proofreading

- Check newly created records for suitability for inclusion, accuracy, spelling, and grammar.
- Systematically go through existing records to check for suitability for inclusion, accuracy, spelling, and grammar.

Beta-Testing

- Test out new features added to directory and provide feedback and detailed bug reports.

Qualifications:

Interest in literature. Some knowledge of the Web. Detail oriented. Good spelling and grammar skills. Editorial experience a plus.

Robert Kendall
[REDACTED]

Word Circuits (Hypertext/Cybertext Poetry and Fiction):

<http://www.wordcircuits.com>

Electronic Literature Directory

<http://directory.eliterature.org>

On-Line Class in Hypertext Poetry and Fiction (The New School):

<http://www.wordcircuits.com/kendall/htclass.htm>

-----Original Message-----

From: Jeff Ballowe [REDACTED]

Sent: Sunday, May 05, 2002 4:19 PM

To: Jessica Pressman

Cc: Ying Yang; Marjorie Luesebrink; Celia O'Donnell; [REDACTED]

Subject: RE: Robert Kendall to begin working (for pay!) on directory project

'Tis very important, yes.

Robert's giving it some thought and will comment on it when he gets back to us with his ideas on how to reprioritize the project overall and how to recast the timeline to fit a 50K budget (until we know we have more).

I expect he'll want to speak with you in some detail about how Work Study works, what kind of help he hopes to get there and what you think is possible.

I would suggest starting slowly until we learn how best to make it work and before we make too many commitment to too many Work Studiers. I'd also suggest we wait for the bulk of the Work Study on this particular project to kick in after the software for data entry, fact checking, etc. is improved enough for the Work Studiers to be truly productive.

5/6/2002

Best,
Jeff

-----Original Message-----

From: Jessica Pressman [REDACTED]
Sent: Friday, May 03, 2002 5:00 PM
To: Jeff Ballowe
Cc: Ying Yang; Marjorie Luesebrink; Celia O'Donnell; [REDACTED]
Subject: Fw: Robert Kendall to begin working (for pay!) on directory project

Jeff,

This sounds good, but I think we should start thinking about what kind of work (i.e. staff) this project will demand. Ying and I are working on determining what kind staff and budget we will need for the office and operations, and we are already aware that we may need to supplement the UCLA budget with the ELO funds. In terms of the Directory, we (and particularly Robert) will need to determine what kind of hours this job will require. Since work-study students only work on average 10-15 hours a week, we will need to determine if this is a job that will occupy a student full-time (10-15 hours/week) or if this is a smaller job that can be completed by someone who will also be working in the office.

As we are working towards defining our roles, goals, and operating costs...I thought I would throw this important issue into the mix!

Thanks.
-jessica

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 The Electronic Literature Organization
<http://www.eliterature.org>

"TO PROMOTE AND FACILITATE THE WRITING, PUBLISHING, AND READING
 OF LITERATURE DESIGNED FOR THE ELECTRONIC MEDIA"

----- Original Message -----

From: Jeff Ballowe
To: Jessica Pressman ; Ying Yang
Cc: Marjorie Luesebrink ; Celia O'Donnell ; Robert Kendall
Sent: Thursday, May 02, 2002 1:18 PM
Subject: Robert Kendall to begin working (for pay!) on directory project

Jessica and Ying --

Robert will soon begin invoicing ELO for a monthly consulting fee of [REDACTED] as Director of the Directory Program and as the ELO liaison to the UCLA groups providing server services for both the Directory and our Web site. We're tentatively agreeing to this arrangement for 12 months starting May 1, '02. If we get the additional Ford Grant for this program late this year, Robert will increase his involvement and we will increase his fee to [REDACTED] month.

First on Robert's agenda will be rethinking the timeline in the proposal given that are going to operate assuming (for safety's sake) that we only have [REDACTED] to spend on this project instead of the [REDACTED] in UCLA in kind support) contemplated in the proposal. Robert is also going to take a first pass at a scaled down Directory budget. I will write Robert an official engagement letter when we've agreed on the rough timeline of the scaled version of the back project.

Jessica, Robert will also be looking to work with you on Work Study help for the Directory. He has some

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questions about how it works that he will be in touch with you about shortly.

Best,
Jeff