

REBECCA NILES, B.A. (HONS), M.A., M.I.

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# CURRICULUM VITAE

## EDUCATION:

### University of Toronto

November 2012

M.I., Faculty of Information

Master's Thesis: *Thresholds of Engagement: Integrating Image-Based Digital Resources into Textual Scholarship* (Supervisor: Professor Alan Galey; Second Reader: Professor Randall McLeod; External Reviewer: Julia Flanders)

### University of Toronto

November 2010

M.A., English Literature/Collaborative Program in Book History and Print Culture

Main research focus: theories, history, and practice of textual studies, particularly modern scholarly editing, bibliography, and book history

### University of Toronto

June 2008

Honours B.A., English (Specialist) and Critical Analysis, Writing and Rhetoric (Minor)

Honours Thesis: *Reception and Textual Transmission History of John Wilmot, Second Earl of Rochester (1648–1680)* (Supervisor: Professor Heather Jackson)

## HONOURS AND AWARDS:

Beta-Phi-Mu Letter of Achievement (in recognition of 3.97 graduating GPA)	2012
Faculty of Information MI Fellowship	2010, 2011
Scott-Thomas Memorial Graduate Scholarship	2009
John MacRory Fellowship Award	2009
Dean's List	2008, 2009
Samuel James Stubbs Award	2008
Elizabeth Anne Wintercorbyn Scholarship for English	2007

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## ACADEMIC AND PROFESSIONAL EXPERIENCE:

### **Managing Editor, Folger Editions**

*Folger Shakespeare Library*

2013-present

Expansion of previous role (see “Project Manager/Digital Editor/Interface Architect,” below) to include general management of Folger Shakespeare Library Editions; management of editorial concerns for Folger Digital Texts and Folger Shakespeare Library Editions as published by Simon and Schuster in print and eBook form, and editorial/development collaboration with the Luminary Digital Media app development team, who use Folger Editions content in interactive digital editions; management of relationship between Folger Shakespeare Library and Simon and Schuster; quality assurance of all published content from the Folger Shakespeare Library Editions, including Folger Digital Texts and Luminary apps; planning of future development involving Folger Shakespeare Library Editions material, including Folger Digital Texts and Luminary.

### **Freelance Editor, Folger Editions eBooks**

*Simon and Schuster Publishing*

January 2015-present

Complementing the management of the Folger Editions assets generally, this position includes complete editorial oversight of the development of the Folger Editions eBook series, which takes the content of the Folger Editions and re-presents it in a series of reflowable eBooks for greater access and usability, and with special features for the visually-impaired. Involves responsibility for maintaining editorial and design consistency from print to digital while using the affordances of the new medium to innovate, as well as general proofreading and quality assurance, and both short- and long-term production scheduling with several other team members.

### **Project Manager/Digital Editor/Interface Architect, *Folger Digital Texts* ([www.folgerdigitaltexts.org](http://www.folgerdigitaltexts.org))**

*Folger Shakespeare Library*

2012-2013 (position expanded after 2013; see “Managing Editor,” above)

Design, development, and implementation of Folger Digital Texts under the guidance of Folger Senior Directors and in collaboration with Michael Poston, Digital Editor and Encoding Architect for the project; management of project plan and schedule; proofreading/quality assurance of all Folger Digital Texts content; design and implementation of the online interface; collaboration in design and implementation of TEI-compliant XML infrastructure; coordination of publicity efforts, in cooperation with Folger External Relations; coordination with Folger Shakespeare Library Editions editors Barbara

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### **Graduate Research Assistant to Professor Alan Galey**

*Faculty of Information, University of Toronto*

2011-2012

Assistance in diverse research tasks pertaining to issues in Digital Humanities, particularly the history and future of the text in the digital era; assistance in research relating to Prof. Galey's SSHRC-funded research project "Archive and Interface in Digital Textual Studies: From Cultural History to Critical Design" (<http://individual.utoronto.ca/alangaley/#research>); preparation of materials for publication.

### **Assistant Managing Editor, *ArchBook: Architectures of the Book* ([www.archbook.ca](http://www.archbook.ca))**

*Implementing New Knowledge Environments (INKE)*

2011-2012

Assistance and consultation in the publication process for the continuous, online, peer-reviewed publication, including planning/streamlining of sub-tasks in the publication process, design of *ArchBook*'s publication timeline model, and advising *ArchBook*'s managing editor on issues of article editing, revision, and digital encoding; editing and encoding articles, using a combination XHTML and PHP architecture; teaching the *ArchBook* encoding process to new research assistants; participation in public presentations on *ArchBook*.

### **Digitization Technician**

*Internet Archive Canada* ([www.archive.org](http://www.archive.org))

Summer, 2011

Performed scanning of volumes and editing of subsequent digital images, using Internet Archive's "Scribe" digitization booths, custom-built image-editing software, and networked content repository; developed a comprehensive knowledge of the digitization branch of Internet Archive's text creation process.

### **Editor**

*echolocation*

2009-2011

Sat on the editorial board of the literary journal of the University of Toronto's Graduate English Department during the 2009-2010 academic year, and continued to manage production activities until September 2011, including vetting of submissions, copy editing/proofreading, layout and printing, and communications and other administrative duties pertaining to submissions.

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### **Guest Production Editor**

*Descant Magazine*

2008–2009

Executed the successful production of issue #145 of *Descant Magazine*, their 300-page prose special. This position included full responsibility over coordination of and correspondence with contributors, all editing, from manuscript stage to final proofs, writing of preliminaries, contributor biographies, back matter, editorial column, coordination of layout and promotional material, and organization and hosting of launch event.

### **Filing/Metadata Associate**

*Hughes Amys LLP*

2007–2011

Maintained the legal record-keeping for three to five practices at any given time, including organizing correspondence records and court documents; under the direction of the Partner in Charge of Knowledge Management, assisted in metadata creation and application for the firm's new knowledge management database, a collection of legal precedents pertaining to insurance litigation.

### **Information Officer**

*Student Affairs, University of Toronto*

2006–2007

Performed as front-line support for students requiring assistance navigating the University organizational structure and locating services, both in person and over the phone; acted as information resource on the forming of student organizations, and connected students with cultural/religious/social support structures; since Student Affairs was a critical office in the coordination of crisis management as well as recognized by students as an emergency resource, I also performed as initial point of contact in many crisis incidents, requiring both tact and compassion, on the one hand, and a robust knowledge of crisis response policy and resources on the other.

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## PUBLICATIONS AND PRESENTATIONS:

- “Re-Modelling the Edition: Creating the Corpus of Folger Digital Texts.” *New Technologies in Medieval and Renaissance Studies*. Toronto: Iter. (Volume title and publication date pending.)
- “Editing, Encoding, and Ambiguity in Folger Digital Texts.” Part of a panel lecture entitled “The Data is the Scholarship.” 2014 Modern Language Association Annual Convention, Chicago, IL, 12 January 2014.
- “Folger Digital Texts Demonstration.” Teaching session at the American Shakespeare Center’s 2013 Blackfriar’s Conference, Staunton, VA, 26 October 2013.
- “Some craven scruple of thinking too precisely: lessons learned from Folger Digital Texts.” Part of a panel lecture entitled “Editorial Decisions and Encoding Methodologies.” 2013 EEBO-TCP Conference (“Early Modern Texts: Digital Methods and Methodologies”), University of Oxford, 17 September 2013.
- “Folger Digital Texts Case Study and Discussion.” Part of the curriculum on “Organizing Digital Projects” at the Early Modern Digital Agendas Institute, an NEH-funded initiative hosted by the Folger Shakespeare Library, 18 July 2013.
- Alan Galey, John Bath, Rebecca Niles, Richard Cunningham, and the INKE Team. “Imagining the Architectures of the Book: Textual Scholarship and the Digital Book Arts.” *Textual Cultures* 7.2 (2012): 20-42.
- “Traversing the Boundaries of Material and Digital Text Spaces.” Part of a panel lecture entitled “Archives and Architectures: The INKE Project and New Dimensions in Digital Textual Studies.” Seventh Annual Conference of the Canadian Association for the Study of Book Culture, University of New Brunswick and St. Thomas University, 1 June 2011.
- Voytek Bialkowski, Rebecca Niles, and Alan Galey. “Digital Humanities Summer Institute: Reflections on Extra-Institutional Modes of Engagement,” *Faculty of Information Quarterly* 3.4 (2011): 19-29.
- “A Diversity of Creatures.” (editorial) *Descant 145: Private Worlds, Public Exigencies* 40.2 (2009): 275-77.

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## SPECIAL TRAINING/COURSE HIGHLIGHTS:

*Book History Print Culture Program*, University of Toronto, September 2009-July 2010.

This program, and in particular “BKS 1000: Book History and Print Culture” (taught by Alan Galey) and “ENG6211: Archaeology of the Book” (taught by Randall McLeod) provided in-depth instruction on various topics in textual studies, including the history, theories, and techniques of modern scholarly editing, book history, and textual criticism, as well as hands-on training in theories and methods of analytical bibliography.

“INF 2159: Analytical/Historical Bibliography,” iSchool @ University of Toronto, January-April 2011.

This course, instructed by Professor Sandra Alston, provided comprehensive training not only in techniques of analytical and historical bibliography, but also in producing complete descriptive bibliographies, and identifying and determining issue, state, edition and/or impression of copies.

“INF 2331: Future of the Book” and “INF 1005: Architectures of the Book.” iSchool @ University of Toronto, September 2010 – April 2011.

These two iSchool courses both provided instruction in TEI-compliant XML, including approaches to creating and/or describing digital scholarly apparatuses, and methods of representing various typographical and non-typographical elements of texts, as well as methods of encoding digital facsimiles of textual artifacts.

“INF 1230: Management of Information Organizations” and “INF 2040: Project Management,” iSchool @ University of Toronto, September 2011 – April 2012

These iSchool courses, taught by Professor Chun-Wei Choo and Professor Kelly Lyons respectively, provided comprehensive training in all major areas of organization and project management, with particular emphasis on information services sectors and projects; my project focus for INF 2040 was on the digitization and online presentation of historic textual materials.

## WORKSHOPS:

“Digitization Fundamentals and Their Application.” Digital Humanities Summer Institute, University of Victoria, June 5-9, 2010.

5-day course on techniques and best practices for the digitization, storage, and curating of texts, images, and both video and audio recordings, as well as an introduction to web-based presentation of digital content.

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“Data Discovery, Management, and Presentation.” Digital Humanities Summer Institute, University of Victoria, June 6-10, 2011.

5-day introduction to acquiring, storing, manipulating, and presenting data sets using a content management system, in particular the Radiant Content Management System created at Texas A&M.

“Introduction to XSLT For Digital Humanists.” Digital Humanities Summer Institute, University of Victoria, June 4-8, 2012.

5-day training program in the creation and use of extensible stylesheet language transformations (XSLT) to display, manipulate, and extrapolate from XML documents.

## TECHNICAL PROFICIENCIES:

XML (inc. TEI schema), HTML, CSS, JavaScript, jQuery, Bootstrap; some knowledge of XSLT, XHTML, PHP

Proficient in Adobe InDesign, Illustrator, Photoshop

Experience with project management software packages FastTrack Schedule 10, Basecamp, Box, Trello, some knowledge of Microsoft Project