



Internship Openings in Oral History

Oral History Transcriber (Summer)

Hours: 45+

Objective: The Oral History Transcriber will transcribe oral histories in the JCHS oral history collection on a variety of different subjects following JCHS procedures and using JCHS transcription templates.

Responsibilities:

- Create printed transcription for each oral history following established template.
- Complete oral history subject index worksheet.
- Enter information about interview into JCHS PastPerfect database.

Experience: Must be proficient keyboardist, basic experience with Microsoft Word.

Possible Majors of Interest: History, Public History, Journalism,

“Only One” Project Oral History Interviewer (Fall)

Hours: 120+

Objective: The Oral History Interviewer will assist the JCHS Curator and project committee members in identifying and interviewing lowans who are African-American or of another minority racial/ethnic group about their experiences. The oral history interviews are being conducted with the development of a JCHS photographic exhibit which features group/organizational photos in which one or two members of a racial or ethnic minority are represented.

Responsibilities:

- Research interview topic
- Work with project committee members to
 - identify potential narrators, and
 - develop interview questions.
- Conduct interviews
- Transcribe interviews

Experience: Must have good communication skills. Some research and oral history experience a plus. Comfortable working with recording equipment. Masters degree preferred, but not required.

Possible Majors of Interest: History, Public History, Journalism, African-American Studies, Museum Studies, Communication

TO APPLY

- 1.) Submit a cover letter along with your resume/CV and two professional references by **March 29, 2010** to:

Leigh Ann Randak, Curator
Johnson County Historical Society
P.O. Box 5081
Coralville, IA 52241

- 2.) Your cover letter should include which internship you wish to apply for, explain your interest in this internship and your hours available.

P.O. Box 5081

Coralville, IA 52241

319/351-5738