



ORAL HISTORY PROJECT MANAGER INTERNSHIP

Voices Lifted: The African American Experience in Maryland

DESCRIPTION:

The Reginald F. Lewis Museum of Maryland African American History and Culture in Baltimore, MD, is seeking an experienced intern to help conduct Oral History interviews for the *Voices Lifted: The African American Experience in Maryland* project. During this final year of a three-year, Institute for Museums and Library Services (IMLS) funded project, the Oral History Project Manager Intern will assist with collecting stories of Black Marylanders; both everyday people with fascinating stories to tell and those who were involved in significant events in Maryland history such as the Civil Rights Movement, the Black Lives Matter Movement, and the COVID-19 pandemic, will be interviewed and documented. In addition to collecting stories, the Oral History Project Manager Intern will document and archive the oral history collections within The Lewis Museum's permanent collection. The intern will work closely with the Registrar & Collections Manager and this will be a part-time position with the ability to work from home for a significant portion of the project.

RESPONSIBILITIES:

- Research potential oral history interviewees/narrators and follow up on the list created by previous interns in this role based on interview priority (ie. age, accessibility)
- Regularly meet with the project team stakeholders to plan next steps and update on progress
- Conduct third round of oral history interviews using the guidelines and questions outlined by previous project managers
- Ensure oral histories are sent to transcribers in a timely manner
- Review returned transcriptions for accuracy; send release form and transcript to narrators for review and signature
- Using an appropriate oral history cataloging system, organize and enter oral histories into the Collections Management System (PastPerfect)
- Create topic lists for all existing oral histories and new oral histories
- Conduct research and make website recommendations to house the oral history collection
- Create timestamps to embed in the finished video for publishing on our website
- Collect photos and create bios for each interviewee to complete the webpage

- Link the interviewee to any related objects in the Museum's Permanent Collection
- Attend interdepartmental meetings at the museum as necessary

REQUIREMENTS:

- Graduate student or recent graduate in African American Studies, American Studies, History, or a related field
- Prefer at least one year of relevant experience in conducting oral histories, interviewing, or radio reporting
- Prefer experience cataloging collections, archival collections, and more specifically, oral histories
- Self-Starter, able to work independently and deliver content on set deadlines
- Confident in communication skills including writing and verbal communication
- Interest in the African American community in Maryland
- Proficient in Google Drive, Microsoft Office Suite, and other office software
- Familiarity with PastPerfect or other Collections Management System preferred

SALARY: \$20.00/hour at 30 hours per week; length of term is November 2022 - June 2023; some Maryland-based travel required

TO APPLY: Please send your resume and cover letter to the Registrar and Collections Manager at Camille.Cipollone@lewismuseum.org with the subject line "Oral History Project Manager Intern."