



Oral History Volunteer

Office:	Morley
Role Type:	Remote
No of roles:	Several
Commitment:	Flexible - project bases
Duration:	Flexible dependant on projects
Responsible to:	Head of Audience Engagement and Learning

Purpose

To support the Education and Outreach team for oral history project work. The main function of the role will be to connect with potential interviewees, record oral histories, and catalogue and transcribe the collected material.

What's involved

One part of the work of the education and outreach team is to collect and preserve community heritage and local memories. One of the main ways we do this is to actively collect oral histories either for specific project work or more generally for collections on our community archives website nowthen.org. The volunteer will work alongside the team to build relationships with potential interviewees, conduct oral history interviews and after completion transcribe and archive the collections.

The volunteer will;

- Work with the education and outreach team to build relationships with potential interviewees
- Record oral history interviews
- Assist in the creation of documentation and cataloguing of collected oral histories
- Undertake transcription
- Assist with the creation of web pages linked to the oral history collections.

What's required

An enthusiasm and an interest in oral history would be useful for this role. You will need to enjoy talking and listening to people and have an interest in local or community history. While previous experience in undertaking oral history interviews would allow you to hit the ground running it is not essential as full training will be provided in house. You will be required to travel for which expenses will be covered.

What's In It For You:

You will be given the opportunity to be part of the education and outreach team at the West Yorkshire Archive Service and gain important insight into how the organisation works. You will have the chance to gain important and relevant skills in the field of community heritage and oral history, build up communication skills and gain experience of handling and caring for digital material. Training will be provided that covers interviewing techniques, oral history ethics and technical use of equipment.

Person Specification

	Essential	Desirable
Knowledge		<p>Understanding of Archives and/or the Heritage Sector</p> <p>Understanding of oral history and community heritage</p>
Skills	<p>Basic IT and web skills.</p> <p>Ability to work on own initiatives.</p> <p>Good communication and interpersonal skills.</p>	<p>Oral history experience.</p> <p>Experience of transcribing and audio editing.</p>
Other	<p>Enthusiasm for the community archive engagement.</p> <p>Reliability.</p> <p>Willingness to travel.</p>	<p>Experience of similar work.</p> <p>Knowledge or experience of work in the heritage sector.</p>