



Smithsonian

Robert Frederick Smith Summer 2022 Internships

Offsite at Fisk University John Hope and Aurelia E. Franklin Library

BLACK ORAL HISTORY COLLECTIONS (2 POSITIONS)

[Fisk University John Hope and Aurelia E. Franklin Library – Nashville, Tennessee](#)

Franklin Library's mission is to use both traditional and innovative methods to provide a wide range of information and materials consistent with continuing and anticipated instruction and research in the natural and social sciences, business, and the humanities for Fisk University's diverse community of students, faculty, alumni, researchers, and scholars.

Position Description:

The Fisk Forever Oral History project at the John Hope and Aurelia E. Franklin Library is designed to improve visibility and promote access to oral history interviews in Special Collections and Archives. The Black Oral History collection that began in 1971 by Special Collections Librarian Ann Allen Shockley is a collection that combines past and new interviews of African and African American people to preserve the legacies, histories, and experiences of the subjects. To re-vamp the Black Oral History collection, the Franklin Library has partnered with the General Alumni Association of Fisk University, Inc. (GAAFU) and members from the Class of 1961 to conduct new oral history interviews. The project aims to capture the lived experiences of members from the class of 1961 who attended Fisk during a pivotal time in this Country's history. The class members experienced segregation firsthand, witnessed and even participated in Nashville's sit-in movement, and accomplished important firsts in their lives, opening doors for other generations.

Join a team consisting of 1961 class agents, librarians, and historians. As part of a team, the selected intern will conduct virtual interviews with ten members of the class of 1961. As an effective method for capturing and teaching history, interns will be trained to conduct oral history interviews ethically. This training will be led by a noted oral historian and the Special Collections Librarian. The project will follow the guidelines outlined in "Principles and Best Practices for Oral History" (OHA) to ensure an ethical, authentic experience for the interviewers and interviewees. As interviews are conducted, the intern will work with the historian on metadata, writing, and edits for the project's Omeka site. The completed site will feature Special Collections and Archives materials, interviews, project team bios, and other background information.

Sample of Intern Duties:

- Participate in collecting the oral histories of members from the Fisk University Class of 1961
- Scanning selected documents and images, data entry into spreadsheets, writing and editing, and other related duties
- Utilize Epson Expression 120000XL Graphics Arts Scanner, Epson Workforce ES-50 Portable scanner for PC and Mac and Epson scan software as well as Adobe Photoshop for on and offsite work
- Schedule and set-up interviews via Zoom.us (virtual meeting space) and Zencastr.com (audio site)
- Research background information on Fisk University's Class of 1961 in Special Collections and Archives
- Learning Photographing and camera operation techniques using the Nikon D3300 Digital Camera
- Developing sample oral history interview questions and learning unique, inclusive interviewing techniques

- Collecting Dublin Core Metadata (Name, Hometown, Age, etc.) for each interview entry into the Oral History Omeka site
- Write interview summaries, abstracts, and bios for the project's Omeka site
- Attend training sessions and project team meetings

Learning Outcomes:

- Working functional and operational knowledge of an archival oral history project
- Experience in data entry, data analysis, archival research, social media management, and digital humanities work
- Ability to identify values, interests, and skills to determine potential career goals
- Identify the ethical standards for the management and use of African American oral history collections
- Increased knowledge of African American collections and their needs
- Increased understanding of Digital Collections and Digital Humanities project planning
- Identify, describe, and apply emerging library and digital project technologies
- Understanding social, ethical, and legal issues surrounding oral history collections

Prerequisites:

- Demonstrated interest in African American history and culture
- Ability to learn about Special Collections discovery tools and resources through training and self-paced learning
- Ability to work independently and produce high quality, thorough, and accurate work
- Ability to follow detailed written instructions
- Strong organizational, analytical, and problem-solving skills as well as demonstrated initiative and adaptability
- Working knowledge of office productivity suites, such as Microsoft Office and Google Drive
- Effective written and oral communication skills

Work Environment: Fisk University Library has a positive, diverse, upbeat and collaborative working environment. Normal office conditions have a standard sized desk and office chair in a shared office space with two others. The noise level in the work environment is usually moderate. Working in Special Collections and Archives requires excellent communication, verbal and interpersonal skills as well as empathy, emotional intelligence, and an ability to handle sensitive information.

Tentative Schedule: Start date of May 16 or May 23, 2022; Monday-Friday, 9am – 4pm

COVID-19 Vaccine Requirements: Fisk University has adopted a policy of community-wide vaccination requiring all faculty, staff, and students to be fully vaccinated. Anyone living in the dormitories on campus must be fully vaccinated. Fisk University will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings. Face covering use will be in addition to and is not a substitute for social distancing.

Eligibility: Must be authorized to work in the United States

Housing: Campus housing is available, paid for by intern using the housing and transportation stipend