ORAL HISTORY (1 POSITION)
National Museum of African American History and Culture – Washington, DC

Intern must coordinate their own housing.

The Oral History Intern will support the Oral History Initiative (located in the Office of Digital Strategies and Engagement) at the National Museum of African American History and Culture (NMAAHC) by working on the processing of oral history interviews for our ongoing projects, including the Social Justice Conversations Oral History Project.

Position Description:
This internship will provide an introduction to professional oral history work in a museum setting, and the intern will develop their verbal, written, and professional skills. Each assigned duty will help with the development of skills needed to succeed in a museum setting. The coordinator of the Oral History initiative will mentor the intern maintaining records, conducting background research for interviews, completing required documentation. There may also be an opportunity to conduct oral history interviews. The Oral History Intern will also be able to observe how oral history projects are carried out from conception to implementation, including research, developing questions, contacting interviewees, gathering metadata, and writing field notes and interview descriptions.

Sample of Intern Duties:
- Attending mandatory training.
- Preparing background research.
- Conducting preliminary interviews.
- Writing justifications for the Collections Committee.
- Collecting oral history documentation forms.
- Writing field notes.
- Writing summary of interviews.
- Observing or conducting oral history interviews.

Learning Outcomes:
- Experience of practicing oral history within a museum setting.
- Experience the process of collecting oral histories from inception to actual accession of oral history interview.
- Learn how to write a justification and bring an item into the museum’s collection.
- Become familiar writing field notes and summaries of oral history interviews.
- Become familiar with the process of recording oral histories via film.
- Become familiar with ethical standards of collecting oral histories as upheld by the Oral History Association.
- Experience different ways of integrating oral history content into exhibitions and programming.

Work Culture: The Oral History Initiative team is a highly collaborative, team-oriented group focused on collecting oral history content for use by Museum staff, scholars and the general public. The applicant should be able to work well in both group settings and on his or her own.

Prerequisites:
- Interest or background in African American history and cultural studies.
- Interest in relationship between memory, the oral tradition and historical interpretation.
- Strong oral and written communication skills.
- Prior experience in oral history is not required.