



## Robert Frederick Smith Fund Summer 2018 Offsite Internship Positions

The Robert Frederick Smith Fund

### **ORAL HISTORY TRANSCRIPTION (2 POSITIONS)**

#### **Bethune-Cookman University – Daytona Beach, Florida**

The mission of Bethune-Cookman University (BCU) is to develop global leaders committed to service, life-long learning, and diversity by providing a faith-based environment of academic excellence and transformative experiences.

The BCU Oral History Collection documents the history of Mary McLeod Bethune and the school she founded in 1904, through carefully researched, recorded, and transcribed oral histories and interpretative historical materials for the widest possible use. Since its inception in 2001, the BCU Oral History Collection has carried out interviews in a variety of subject areas. Interviews have been used as source material for articles and video documentaries.

**Position Description:** Transcribe unpublished, primary research materials and interviews from the BCU Oral History Collection and format interviews in a digital platform for archiving and dissemination. Train and practice ethical interviewing and engage in the formative process of creating relevant interview questions. Introduce methods of research necessary to corroborate or disprove spoken memories and personal commentaries. There are two openings with BCU, with distinct intern duties.

#### **Sample of Intern Duties – Position 1:**

- Complete ethics training for transcribing interviews
- Engage in training for compiling transcriptions, including appropriate coding and filing protocols
- Transcribe oral history interviews from different BCU Oral History Collections
- Use equipment necessary for transcribing, processing, preserving, and archiving historical materials
- Review historical data and do research necessary to corroborate or disprove spoken memories
- Determine target demographic population for interviews
- Compile Excel spreadsheets of interviews and codify spreadsheets in preparation for trend analysis
- Work collaboratively to plan post-interview analysis

#### **Sample of Intern Duties – Position 2:**

- Complete ethics training for transcribing interviews
- Engage in training for compiling transcriptions, including appropriate coding and filing protocols
- Review primary source documents in oral history archives
- Proofread existing transcripts for accuracy
- Code and file transcripts in archival boxes
- Study historical sources guided by BCU library bibliographic instruction sessions
- Label and organize transcribed interviews
- Reflect and make observations regarding oral history project analysis
- Work collaboratively to plan post-interview analysis
- Edit images and sounds to create multimedia presentations

#### **Learning Outcomes – Both Positions:**

- Learn to effectively use the BCU library, archives, and oral interviews as resources and understand the relative worth of different types of evidence
- Evaluate and critique different historical perspectives and explanations within a conversational setting

- Listen to and learn from others; to write clearly, economically, imaginatively, and persuasively about historical facts, issues, and interpretations
- Demonstrate command of a body of knowledge in history by reading, interpreting, and discussing historical events and data within an accurate chronological context
- Appreciate, critique, and use material from other fields in the comparison of historical developments/problems across cultural and geographical boundaries
- Employ methods of historical research that emphasize high standards of fidelity to evidence, tolerance of alternative approaches to obtaining, interpreting, and applying historical knowledge, and an appreciation and articulation of the indebtedness historians have to the work of others

**Time Frame (flexible):** Mid May – Early August

**Prerequisites:** Interest and background in African American history and culture studies

## **ORAL HISTORY (2 POSITIONS)**

### **The National Center for the Study of Civil Rights and African-American Culture at Alabama State University Montgomery, Alabama**

The mission of the National Center for the Study of Civil Rights and African-American Culture at Alabama State University is two-fold: to serve as a clearinghouse for information concerning Montgomery, Alabama's pivotal role in the shaping and development of the modern civil rights movement, and to preserve and disseminate information reflective of socio-economic conditions, political culture, and history of African-Americans in Montgomery. The facility is a place for scholars, students, lay historians, and all people interested in studying the modern civil rights movement and Montgomery's place in it.

**Position Description:** Uncover the hopes, feelings, aspirations, disappointments, family histories, and personal experiences of interviewees through an oral history internship with the Center's Civil Rights Voices Speak project. Oral histories provide the opportunity to dig deeper into historical events and capture information which may not be available through traditional media, speeches, and government documents.

Conduct videotaped interviews of a fading generation, providing firsthand accounts of historic events pertaining to the civil rights movement. Actively make connections regarding historical events important to Alabama State University, including the Montgomery Bus Boycott of 1955-1956, the student sit-in movement of 1960, and the Selma to Montgomery Voting Rights March of 1965. Selected interns will be an integrated part of program planning for the project launch.

#### **Sample of Intern Duties:**

- Assist with outlining the purpose and focus of the entire project
- Solidify correct contact information and determine willingness of narrators to participate in project
- Prepare outlines of interview topics and questions
- Develop a working list of possible oral history subjects and write rationales for including them in the project
- Arrange interview appointments and conduct interviews
- Transcribe and transfer interviews to DVDs and copy files to computer server
- Write biographical sketches of narrators based on research and content
- Write metadata to accompany oral history records
- Develop Google Site for project
- Input oral histories into PastPerfect and contentDM
- Provide a workshop on website use to Alabama State University community

#### **Learning Outcomes:**

- Understand the purpose of oral histories and ways to widely disseminate information, utilizing oral histories, library media tools, and digital curation techniques
- Utilizing Google for Education tools
- Record-keeping through PastPerfect and contentDM
- Developing Google Sites
- Increasing professional presentation skills
- Acquiring public relations and marketing experience for cultural spaces
- Obtain a holistic understanding of oral history interviews, from preparation of questions and goals through digitization of resulting interviews and associated research materials

**Time Frame (flexible):** May or June start date

#### **Prerequisites:**

- Detail oriented
- Research experience
- Academic coursework in history, public history, museum studies, political science, communications, or related field
- Interest or background in African American history and cultural studies
- Beginner's experience with Google applications and contentDM are a plus

Summer 2018 Offsite Position Descriptions

## **COLLECTIONS MANAGEMENT (1 POSITION)**

### **Senator John Heinz History Center – Pittsburgh, Pennsylvania**

The Senator John Heinz History Center is an educational institution that engages and inspires a large and diverse audience with links to the past, understanding in the present, and guidance for the future by preserving regional history and presenting the American experience with a Western Pennsylvania connection.

This work is accomplished in partnership with others through archaeology, archives, artifact collections, conservation, educational programs, exhibitions, library, museums, performance, publications, research, technical assistance, and increasingly through broadcast media and the internet.

The Heinz History Center is an affiliate of the Smithsonian and an accredited museum under the auspices of the American Alliance of Museums.

**Position Description:** Contribute to cataloging and adding African American collections into the eMuseum and TMS systems within the African American Programs department at the Senator John Heinz History Center in Pittsburgh. Contribute to the migration of its African American collections to its new eMuseum through TMS software through cataloging and record keeping. The selected intern will also digitize archival collections; utilize digital, photographic, and historical research skills necessary for cataloging. Intern, as part of a team, will directly participate in updating more than 600 records each month.

#### **Sample of Intern Duties:**

- Catalog, access, and record existing and new museum and archival collections that reflect the history and culture of African Americans
- Train to use the eMuseum and TMS systems to catalog and make online access to collections
- Digitize archival collections
- Utilize digital, photographic, and historical research skills in the process of cataloging
- Assist in photography of museum collections

#### **Learning Outcomes:**

- Current techniques of digital archiving and museum cataloging
- New or increased familiarity with collection management and registration techniques that govern the preservation and exhibition of museum collections
- Knowledge of how to use and develop digital products to increase publicity and accessibility
- Archival digitization
- Understand and use research methods, particularly those for effective African American research
- Exposure to the day-to-day functions of a major museum
- Work with and alongside experienced curators, collection managers, registrars, educators, editors, fundraisers, archivists, and librarians

**Time Frame (flexible):** Late May – Early August

**Prerequisites:** Interest and background in African American history and culture studies and some familiarity with museums.

## **ORAL HISTORY AND DIGITIZATION (1 POSITION)**

### **Stagville State Historic Site – Durham, North Carolina**

Stagville is the former site of one of the largest plantations in North Carolina. Today the site is dedicated to teaching and sharing the history of the thousands of people who experienced slavery on this property. The site is in the process of broadening its interpretation to include the history of sharecropping and the legacy of slavery, using oral histories and descendants of enslaved people.

**Position Description:** Join Stagville's small, tight-knit office and dive deeply into its work. Immerse yourself in the day-to-day operations of a small public history site dedicated to community African-American history. Work will focus on preserving and expanding the oral history archive at Stagville, to build our body of knowledge about the families who are descended from enslaved people from this plantation. With guidance from site staff and from documentary artist Phyllis Dooney, help transcribe, index, research, prepare for, and possibly conduct oral histories with descendants. The selected intern will be comfortable meeting new people, ready to listen closely, and have the ability to think creatively about preserving and sharing stories. Successful interns will have the ability to talk candidly and sensitively with different audiences about the difficult, emotional history of slavery.

#### **Sample of Intern Duties:**

- Transcribe descendant interviews
- Creating finding aids for existing oral histories
- Research family trees or community information for future interviews
- Update existing genealogy database to reconcile with new research
- Shadow experienced interviewer during visit with descendant and recording
- Train in how Stagville interprets the lives of enslaved people
- Conduct additional individual oral history interviews, based on experience and time

#### **Learning Outcomes:**

- Know how to write a finding aid, transcribe, and prepare for oral history interviews
- Understand how to use public history to interpret the lives of enslaved people and their descendants
- Understand how to best create an archive for oral history audio, transcripts, and photographs at a small historic site

**Time Frame (flexible):** May 15 – August 7. Typical work week is Tuesday through Saturday, requiring occasional work outside typical Tue-Sat, 9-5 schedule

**Prerequisites:** Interest and background in African American history and culture studies. Preference for Durham or North Carolina background or history knowledge. Preference for prior experience with interviews, audio recording, or oral history work.

**Eligibility:** Must be a United States citizen