

Brooklyn Historical Society

Oral History Internship

Brooklyn Historical Society (BHS) is seeking 2 Oral History Interns for 2016 who will assist the Oral History Project Archivist with the processing of BHS's oral history collections as part of Voices of Generations: Investigating Brooklyn's Cultural Identity, a project to digitize, process, catalogue, and make available online ten oral history collections.

The internship will provide training and hands-on experience in all stages of processing oral histories: research, rights assessment, auditing, transcribing, indexing, online publishing using digital tools, item-level and collection-level description, and cataloguing. In addition, interns will be among the first to access some of BHS previously unavailable oral history collections that document the diverse histories of Brooklyn.

Candidates must have taken at least one graduate-level course in oral history, public history, or archival concepts; or be enrolled in a similar course the first semester of the internship to be eligible for the position.

Responsibilities

- Conduct background research on subjects related to collections.
- Assist with rights-assessment: review release forms, research and contact narrators to update permissions.
- Audit audio recordings, reformat, review and proofread transcripts, and create index logs of at least two interviews per week.
- Draft brief biographical and scope and content notes, assign Library of Congress Subject Headings and keywords to interviews, and transcribe metadata.
- Complete online synchronization of audio recordings to transcripts/indices using Oral History Metadata Synchronizer (OHMS) tool.
- Assist with completion of finding aids.
- Contribute to BHS's blog.

Requirements

- Availability of 1-2 days a week (9:00am – 5:00pm) including an hour for lunch.
- Coursework towards the completion of a Masters in Oral History, Public History, or Archival Management.
- Experience with oral history collections or audio digital assets.
- Experience working with controlled vocabularies and archival arrangement & description.
- Extremely organized, detail-oriented.
- Effective oral and written communication skills; command of Adobe Acrobat and Microsoft Office, particularly Excel and Word.
- Ability to work independently and ensure that work is accomplished in a timely and accurate manner

Preferred Qualifications

- Familiarity with and/or interest in histories of Brooklyn neighborhoods, New York City, immigration, ethnic communities, public health, and/or racial and social justice.
- Knowledge of oral history best practices.
- Familiarity with OHMS.
- Conversational fluency in Spanish or Cantonese is a plus.

Compensation

Internships are unpaid and are intended to fulfill course credit requirements for internships and practicums. BHS staff ID grants free entrance to museums around New York City.

To Apply

Please email a cover letter and resume to

library@brooklynhistory.org<<mailto:library@brooklynhistory.org>> with a subject line of Oral History Internship [your last name]. Applications will be reviewed immediately. No phone calls please.

About Voices of Generations: Investigating Brooklyn's Cultural Identity Brooklyn Historical Society's Voices of Generations: Investigating Brooklyn's Cultural Identity is a project to digitize, process, and catalogue ten oral history collections that document different ethnic and cultural groups in Brooklyn. Some of these collections date back as early as 1973; and they all demonstrate how diverse communities sought to preserve vital social, political, religious, and even culinary traditions while embracing new identities as Brooklynites, New Yorkers, and Americans.

The chief goals of the project are to digitize and process the collections, catalogue them through item-level descriptions as well as collection-level finding aids, and post as many as possible online using the Oral History Metadata Synchronizer (OHMS)—an innovative online application that makes the content of interviews searchable, and therefore more accessible. A final goal of the project is to use each collection as the basis for increased community and public engagement through outreach, social media, online publishing, and programming.

For more information on our oral history collections, visit

<http://brooklynhistory.org/library/wp/library-collections/oralhistory>.

About Brooklyn Historical Society

Founded in 1863, Brooklyn Historical Society is a nationally-recognized urban history center dedicated to preserving and encouraging the study of Brooklyn's extraordinary and complex history. BHS is a vibrant museum, a world-renowned research library, a cutting-edge education center, and a hub for community dialogue. Located in a landmark 1881 building designed by architect George Browne Post, BHS welcomes both residents and visitors from around the world to learn about Brooklyn's past, present, and future.

Brooklyn Historical Society is an Equal Employment Opportunity employer.

Brooklyn Historical Society is dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

Posting Date

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