



## **San Elizario Genealogy & Historical Society**

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## **Oral Historian Job Description**

### **Position Overview:**

The Oral Historian will be responsible for coordinating interviews with a provided list of possible subjects. This position will include filming and be responsible for editing and transcribing video for final production. All equipment will be provided. This is a 8 month long project ending in December 2022. Project deliverables will be submitted monthly and must meet contract specifications.

### **Duties:**

- Coordinate, conduct, film, and edit oral history interviews
- Manage the Oral History Archive, efficiently organizing and storing; the collected oral histories.

### **Qualifications:**

- Bachelor's degree preferred
- Minimum two-years of college

### **Skills:**

- Oral History Interview Skills
- History/Communications/Video and audio editing background preferred.
- Listening and Conversation Skills
- Comfortable with audio and video technology
- Work with minimal supervision

### **Compensation:**

Contractor position for eight months to be compensated on a monthly basis. Further details discussed during interview.

### **Due: May 13, 2022**

Please submit your application and resume to [info@losportalesmuseum.org](mailto:info@losportalesmuseum.org). Feel free to reach out if you have any questions or concerns.