



ORANGE COUNTY REGIONAL HISTORY CENTER

Graduate Oral History Collections Intern

The Oral History Collections Intern for the Orange County Regional History Center supports the Collections Department and its staff in the full range of activities required to care for the Society's oral history collection. Under the guidance of the Collections staff, the intern may listen to and prepare interviews for cataloging or transcription, and assist the oral historian in processing interviews according to standard museum practices. The specific assignment to be worked on will be decided by Collections staff based upon need and the intern's program requirements. Intern *may* also assist with an exhibition installation depending on the needs of the Exhibits staff.

The intern is required to work a minimum of **10-12 hours per week** (totaling 150-180 hours per semester).

Some kind of report on the semester's project, based on requirements from the school and the nature of the project, will be required at the end of the internship. In addition, a mid-term and end-of-term evaluation will be done by the Regional History Center's Oral Historian and sent to the faculty supervisor.

Candidates **MUST** be a student in, or recently completed, a Graduate program. Candidates will be asked to complete an on-site interview with the Curator of Collections to determine internship eligibility as well as submit a writing sample. Qualified individuals should send cover letter, résumé, and internship requirements if for credit via email to: Leslyanne.drake@ocfl.net

REPORTS TO: Curator of Collections

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:

- Enrolled, or recently graduated from, a Graduate program related to History, Humanities, Library Science, or Museum Studies
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Possess verbal and written communication skills
- Detail oriented and organized
- Able to work independently
- Due to the nature of the oral history collection, candidates must be able to listen to audio recordings for extended periods

PREFERRED QUALIFICATIONS:

- Experience with oral history practice and theory

The above description and qualifications are not all-inclusive. Other duties may be assigned in the course of the internship as required to fulfill the directives of the Orange County Regional History Center's Collection Department and strategic plan or as designated by executive staff. Work environment is primarily in an office with some light lifting.

*Final Candidates must pass a background check, and must live and be able to work in the United States.