



REGINALD F. LEWIS MUSEUM OF  
**MARYLAND AFRICAN  
AMERICAN HISTORY  
& CULTURE**

## ***Voices Lifted: Oral History Intern***

Two openings available • 20 hours a week

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### **DESCRIPTION:**

The Reginald F. Lewis Museum of Maryland African American History and Culture, Baltimore, MD, is seeking an experienced intern to help conduct Oral History interviews for the project **Voices Lifted: The African American Experience in Maryland**.

During this three-year project, Institute for Museums and Library Services (IMLS) funded project interns will assist with collecting stories about significant events in Maryland history, including but not limited to the Civil Rights Movement, the Black Lives Matter Movement and the COVID-19 pandemic.

This project will also document the lives of everyday members of the community. The intern will work closely with the Registrar & Collections Manager and the Director of Engagement and Strategic Initiatives. This will be a part-time position with the ability to work from home for the majority of the project.

### **RESPONSIBILITIES:**

- Research Oral History Interview subjects
- Create Priority List of Interviews based on age and accessibility
- Liaison with the project's Advisory Team as necessary
- Propose questions based on research on interviewees
- Suggest additional interviewees
- Ensure Oral Histories are sent to Transcribers in a timely manner
- Review returned transcriptions for accuracy
- Assist in cataloging Oral Histories into PastPerfect or similar database
- Assist in sending existing oral histories off site to be digitized
- Create topic lists for all existing Oral Histories and new Oral Histories
- Create timestamps to embed in the finished video for publishing on our website
- Collect photos and create bios for each interviewee to complete the webpage
- Link the interviewee to any related objects in the Museum's Permanent Collection
- Attend interdepartmental meetings at the museum as necessary

### **REQUIREMENTS:**

- Graduate student in History or a related field
- Prefer at least one year of relevant experience in conducting oral histories, interviewing, or radio reporting
- Self-Starters, able to work independently and deliver content on set deadlines
- Excellent communication skills
- Interest in the African American Community in Maryland
- Proficient in Google Drive
- Prefer familiarity with PastPerfect or similar database

**SALARY:** \$20.00/hour

Length of term up to 3 years

Some travel required

To apply, please send your **resume** and **cover letter** to [info.services@lewismuseum.org](mailto:info.services@lewismuseum.org) with subject line "Oral History Intern."