



Internship Openings in Oral History

Oral History Transcriber

Hours: 5-10/week

Objective: The Oral History Transcriber will transcribe oral histories in the JCHS oral history collection on a variety of different subjects following JCHS procedures and transcription templates.

Responsibilities:

- Create printed transcription for each oral history following established template.
- Complete oral history subject index worksheet.
- Enter information about interview into JCHS PastPerfect database.

Experience: Must be proficient keyboardist, basic experience with Microsoft Word.

Possible Majors of Interest: History, Public History, Journalism, Museum Studies

TO APPLY

- 1.) Submit a cover letter along with your resume/CV and two professional references by **August 1, 2010** to:

Leigh Ann Randak, Curator
Johnson County Historical Society
P.O. Box 5081
Coralville, IA 52241

- 2.) Your cover letter should include which internship you wish to be considered for.