

Job Title: Field Interviewer

Compensation: \$30/hour, with mileage compensated at IRS rate

FLSA Status: Part-Time, non-exempt

Supervisor: Director of Collections and Access

Last Revised: November 2021

General Description

Field Interviewers are responsible for recording oral history interviews as part of the statewide *Collecting Covid-19* project. They will contact subjects, record interviews, write audio logs of interviews, and ensure delivery of all interviews back to the Vermont Historical Society.

Field Interviewers are contract positions, conducting work between October 2022 and September 2023.

Primary Responsibilities

- Contact interview subjects identified by the *Collecting COVID-19* project team and record 60-90 minute oral history interviews with those subjects
- Manage technical aspects of interview recording, including ensuring high-quality sound recording, transferring digital files for appropriate backup, and learning and understanding audio recording technology
- Write audio logs for each interview, summarizing key points, tagging sections with agreed-upon key terms, and aligning information with timestamps
- Communicate regularly with VHS staff about project activities, updates, and changes

Relationships

Field Interviewers reports to the Director of Collections and Access and work collaboratively with other field interviewers, interview subjects, VHS staff, and project advisors.

Environmental Factors

- Duties are performed from the Field Interviewer's own home or office, and on the road as appropriate
- Position hours will be dependent on the availability of interview subjects, and as such will be flexible
- The position requires extensive travel, for which a valid driver's license is required and private means of transportation must be available.
- Weekend and occasional evening work may be required

Qualifications & Experience

- BA or BS in history or related field preferred but not required

- Some demonstrated experience or interest in oral history and/or audio recording
- Excellent verbal and written communication skills.
- The ability to professionally represent the Society's mission, goals and programs.
- Demonstrated project management skills and the ability to work with deadlines.
- The ability to exercise good judgment with minimum supervision.