



CITY OF GOSNELLS HERITAGE SERVICES

VOLUNTEER POSITION DESCRIPTION

Job: Oral History Interviewer

General Description

The volunteer prepares background material, conducts a preliminary interview with the interviewee and discusses the oral history interview process with them. Using the information from the preliminary interview the volunteer prepares the interview questions, in conjunction with a set of standard questions. The volunteer conducts the interview using a Marantz digital recorder. The volunteer may transcribe the recorded interview, depending on typing skills.

Requirements

- Ability to work independently
- Own vehicle or access to reliable transportation
- Current National Police Check

Duties

- To record oral history interviews
- Depending on typing skill: To transcribe interviews and edit the interviews

Skills and Attributes

Training provided by Heritage Coordinator and training course provided by Oral History Association Australia (WA) is also available.

- Excellent interpersonal skills - to be able to interact effectively with a wide range of interviewees
- Clear and concise communication skills, especially good oral communication skills
- Good listening skills
- Ability to use recording equipment
- Good computer skills
- Organised and reliable
- Open minded and flexible
- Desirable- a basic knowledge of oral history practice or a willingness to learn

Benefits

- Opportunity to meet people and listen to their stories
- Opportunity to increase own knowledge of history
- Morning / afternoon tea
- Annual volunteer function