



CITY OF GOSNELLS HERITAGE SERVICES

VOLUNTEER POSITION DESCRIPTION

Job: Oral History Transcriber

General Description

The volunteer will transcribe the recorded interview (this involves using a computer to type while listening to an audio recording of the interview). The volunteer will send the interviewee a copy of the transcript for editing and if necessary will edit and send a final copy to them.

Requirements

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

Duties

- To transcribe interviews and edit the interviews

Skills and Attributes

Training provided by Heritage Coordinator and a training course provided by Oral History Association of WA is also available.

- Good typing and computer skills
- Clear and concise communication skills
- Organised and reliable
- Open minded and flexible
- Desirable- a basic knowledge of oral history practice or a willingness to learn

Benefits

- Opportunity to increase own knowledge of history
- Morning / afternoon tea
- Annual volunteer function