**Oral History Part-Time Opportunity**

**Reports to: Cuba Family Archives for Southern Jewish History Staff**

**Hours: 15-25 hours /week**

**Duration: Ongoing**

**Pay: $12.50/hr**

**Description:**

This job will be focused on transcribing and cataloguing oral history testimonies from Holocaust survivors, as well as other Jewish community members from Georgia and Alabama. Interested candidates should have an interest in pursuing a career in archival/library/museum work, and should demonstrate good writing, research, and organizational skills, digital imaging and data entry, and knowledge and/or experience with basic transcription writing and editing. The candidate will assist the Oral History Project Manager in transcribing and cataloguing interviews using our new transcription software, annotate the interview, prepare a short biography and scope of contents of the interview, as well as catalog the interview in Aviary, our online oral history platform.

**Key components:**

Interested candidates will work with the Cuba Family Archives team to accomplish the following:

* Transcribe interviews using transcription software
* Generate a biography, scope of content, and keywords list for each interview
* Catalog interviews in Aviary and OHMS

**Candidates should have the following qualities:**

* Excellent written and oral communication skills
* History, Education or Museum Studies major; graduate student preferred
* Outstanding organization skills
* Proficiency in MS Office
* Knowledge of Southern Jewish history and/or Holocaust history (preferred)

**To Apply**

Interested candidates should submit a letter of interest and resume to: cfishman@thebreman.org.

*Thank you for your interest in the William Breman Jewish Heritage Museum*