

- Position Title:** Oral History Transcriber
- Goal of Position:** To assist Carver County Historical Society staff with transcription of oral history recordings from the collection
- Possible Duties:**
- Transcribe oral histories from cassette tape recordings
 - Proofread transcription for spelling and other errors
 - Provide a copy of all transcriptions to the museum for storage in the oral history collection and use by the public
- Qualifications:**
- Transcription experience
 - Ability to use word processing programs on a computer
 - Ability to listen actively
 - Capacity to carry and set up tape recorder equipment
 - Reliable, patient, and responsible
 - Interest in a variety of local history topics
 - Ability to work independently with minimal supervision
- Benefits:**
- Learn about Carver County history and support the CCHS mission
 - Project can be completed at home or in the museum
 - Opportunity to learn about conducting oral history interviews and hear the stories of community elders without direct involvement
 - Play a significant role in preserving oral histories for use in CCHS exhibits and programs
- Orientation/
Resources/
Training:**
- Orientation to the Carver County Historical Society
 - All materials and equipment will be provided by CCHS
 - Project direction provided as needed
- Time Commitment:** Hours are flexible and project driven
- Supervisor:** Curator of Collections and Exhibitions