

## Fall 2023 PCHS Oral History Internship

### Internship Summary:

The Portage County Historical Society is offering an oral history internship for the fall 2023 semester. This internship will assist the PCHS Executive Director in completing and processing oral history interviews in conjunction with PCHS's newest feature exhibit, *We Just Wanted to Play: The Story of Women's Athletics in Portage County*. This internship will give hands on experience in all stages of oral history development, from project development to interviewing and processing to public presentation and marketing. Additionally, there will be a staffing requirement of a PCHS site museum this fall wherein the intern will learn about museum operations while completing the assigned oral history tasks.

Salary: 10 hours per week at \$12.50 per hour

Length/Dates: 15 Weeks, Starting August 28, 2023

### Responsibilities:

- Assist in oral history interview process.
- Process oral history interviews using OHMS software to partially transcribe, time code, and index interviews.
- Utilize metadata for future use of interviews.
- Assist in museum staffing as needed.
- Other tasks as assigned.

### Qualifications:

- Undergraduate or graduate student with major or minor in education, history, or museum studies
- Good written and verbal communication skills
- Proficiency in Microsoft Office applications
- Ability to self-manage multiple projects
- Ability to secure transportation to PCHS's historic sites and interview locations located around Portage County

How to Apply: Email resume and cover letter to PCHS Executive Director John Harry at [jharry@pchswi.org](mailto:jharry@pchswi.org)

Application Deadline: OPEN UNTIL FILLED