

Yolo County Archives Internship

Project Title: The Stories and Voices of the Women of Yolo County

Job Description: Under the supervision of the Yolo County Archives and Records Center Coordinator, the Women of Yolo County Oral History Intern will gain hands on experience coordinating, conducting, and processing oral history interviews which document the lives of women in Yolo County. The Women of Yolo County Oral History Intern will perform the following duties throughout the course of this internship:

- Recruit 2-3 volunteers to assist with conducting and processing the oral history interviews
- Develop interview questions for interviewees and any additional procedures that do not already exist at the Archives that might be helpful for interviewers
- Coordinate the training and work of the oral history volunteers and oversee the completeness and quality of the oral history recordings and transcripts
- Produce a collection of oral histories (minimum of 4) by the completion of the internship

Duration: The intern should expect to work a total of 200 hours (September 2019-January 2020) approximately 10 hours per week for 20 weeks. Shifts can be worked Monday through Friday 8am-4pm depending on intern availability. (Start date is negotiable, but the project must be completed by the end of January 2020).

Compensation: \$12 per hour for a maximum of 200 hours of work.

Preferred Qualifications:

- Currently enrolled in, or recently graduated from, a Library, Museum or History program with coursework in public history, history, archives, museums, and/or oral history.
- Working knowledge of audio recording devices and the creation and preservation of audio digital files.
- Must be detail oriented with strong research skills.
- Competency in Microsoft Office.
- Strong communication skills, both verbal and written.
- Ability to work both independently with little or no supervision as well as in a team.
- Goal oriented with exceptional time management.
- Experience working in archives is preferred.

About Us: The Yolo County Archives was established in 1985 by the Board of Supervisors as the official repository of the historical records of the Yolo County Government, and is administered by the Yolo County Library. The Archives are funded by the County and by a grant from the Friends of the Yolo County Archives, the support organization of the Archives. The purpose of the Archives is to collect, preserve and make available to the public a collection of material pertaining to Yolo County from 1850 to the present. Therefore, in addition to official records, it also contains material donated by private individuals, businesses and organizations.

The internship may be completed for college credit if approved by your program.