

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Oral History Project Manager	REPORTS TO:	Assistant Director of Strategic Engagement
DEPARTMENT:	Strategic Engagement	SUPERVISES:	n/a
CLASSIFICATION:	Part-time, 20 hours/week, non-exempt	SALARY RANGE:	\$26/hour

JOB SUMMARY

The Oral History Project Manager position is an 18-month position that helps coordinate the High Desert Museum’s National Endowment for the Humanities funded Cultural Resiliency project. The goal of this project is to document, preserve, and share the stories of individuals in central and eastern Oregon, whose lives are being shaped by environmental changes. Interviews with individuals will preserve critical cultural resources threatened by these changes while celebrating the cultural resiliency, knowledge, and beauty of the communities and landscapes in this region. In conjunction with a project advisory team and HDM staff, the position will coordinate and conduct interviews, develop a related resource library, and support the distribution of these resources.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

70%	<p>Oral History Interviews</p> <ul style="list-style-type: none"> • Conduct research related to interviews, including contextual information and background on the narrator. • Collaborate with the project team to develop interview questions. • Work with the narrator to schedule a pre-interview meeting and the interview. • Identify and coordinate the interview location and any necessary materials or equipment for the interview. • Conduct approximately 30 interviews. • Oversee the review and editing of interview transcripts. • Develop metadata following oral history standards and document background information. • Coordinate with the project team and HDM staff on any other post-interview activities necessary to ensure the interviews are ready for distribution.
15%	<p>Resource Research & Gathering</p> <ul style="list-style-type: none"> • Collaborate with the project team and conduct research to identify historical documentation, scientific data, and other resources that will help contextualize the interviews. • Work with other institutions to gather resources, including digitizing resources when necessary. • Collaborate with HDM staff and project team to organize the resources into a resource library and online experience that will be accessible to the public.
10%	<p>Project Coordination</p> <ul style="list-style-type: none"> • Support the overall coordination of the project, including communication with the project team, participating in team meetings, and documenting project activities.
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • Contributes to and support the Museum’s DEAI initiatives. • Contributes to and support the Museum’s efforts toward Association of Zoos and Aquariums accreditation. • Assists with museum wide events, such as free days, fundraising gala, etc. • Other duties as assigned.

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- Bachelor's degree in History, Anthropology, Folk Studies, Library Science, or related field.

EXPERIENCE

- Demonstrated experience conducting oral history interviews or background in public history.
- Preference for previous experience with community-engaged or community-driven initiatives.

SKILLS/ ABILITIES

- Knowledge of oral history professional practices, methodology, theory, and ethics.
- Awareness of the power dynamics, biases, and sensitivities of working with and interviewing communities who have been historically marginalized, including Native communities.
- Ability to interact with a variety of personalities and range of viewpoints in a tactful, pleasant, and professional manner.
- Strong oral and written communication skills.
- Organizational skills and proven ability to prioritize milestones and meet multiple deadlines.
- Technical aptitude and proficiency in working with various hardware, software, and digital platforms. Preference for experience with video and audio recording equipment and ability to edit videos.
- Preference for Bilingual in Spanish.

PHYSICAL ELEMENTS

- This position involves extended periods of seated or standing desk work
- This position involves travel within central and eastern Oregon

EQUIPMENT USE

- Frequent computer and phone use
- Audio and visual equipment

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date