

EASTSIDE HERITAGE CENTER



Connections for yesterday, today, and tomorrow.

Oral History Internship

Eastside Heritage Center (EHC) in Bellevue seeks one to two Oral History Interns to transcribe, index, digitize and catalog existing oral histories in EHC's collection. Candidates will gain fundamental skills and knowledge of working in a Collections department for a small heritage organization.

Duties and responsibilities include, but are not limited to, the following:

- Transcribe existing interviews
- Index oral histories by subject
- Catalog and prepare oral histories and related materials (tapes, photos, etc) for archival storage
- Digitize oral history cassette tapes
- Past Perfect (museum database) data entry related to the oral history collection
- Follow up or obtain any missing or outstanding oral history release paperwork (when needed)
- Other duties as required.

Qualifications & Skills:

- Currently enrolled in or recent graduate of a Museum Studies, History, Library Science, Anthropology, or other related program.
- Excellent writing and verbal communication skills
- Attention to detail
- Highly organized and successful at meeting deadlines
- Able to juggle multiple projects at one time
- Familiarity with Microsoft software (Word, Excel, Outlook, Power Point, Publisher); the ability to work with electronic databases (knowledge of Past Perfect museum software a plus)

Dates & Hours:

- On-going internship that follows the school's academic calendar. Requires a three-month commitment minimum (10-12 weeks), with a possibility of extending the internship if desired by both the intern and the EHC.
- 5 to 10 hours/week with flexible scheduling. Internship hours must be during regular EHC business hours (10-4 M-F)

Application Deadline: October 31st, 2014 or until positions are filled

To apply, please send a cover letter and resume to EHC's Collections Manager, Sarah Frederick
E-Mail: collections@eastsideheritagecenter.org or fax 425.450.1050.