



The Coronado Historical Association, a non-profit 501(c)3 charitable organization, was founded in 1969 to help people understand and appreciate Coronado's unique history, art, architecture, and historical resources. CHA continually works towards these goals and brings the history of Coronado to the community. In our state-of-the-art archives, we are carefully preserving everything from Navy Seal uniforms to housing records and over 20,000 photographs. In our Museum of History & Art, we bring Coronado's history to life through fascinating permanent exhibits and changing displays.

### **Oral History Internship**

The Coronado Historical Association is seeking an Oral History Intern for Summer 2018 who will assist the Museum Director and Registrar & Curator of Collections with the development and processing of CHA's oral history and collections as part of The Heritage Video Project, a project to digitize, process, and make available online video/oral history collections.

The internship will provide training and hands-on experience in all stages of processing oral histories: research, rights assessment, auditing, transcribing, indexing, online publishing using digital tools, and item-level and collection-level description. In addition, interns will be among the first to access some of CHA's oral history collections that document the diverse histories of Coronado.

### **Responsibilities**

- Conduct background research on subjects related to collections.
- Assist with rights-assessment: review release forms and research narrators to update permissions.
- Audit audio recordings, reformat, review and proofread transcripts, and create index logs of at least two interviews per week.
- Draft brief biographical and scope and content notes, assign Library of Congress Subject Headings and keywords to interviews, and transcribe metadata.
- Complete online synchronization of audio recordings to transcripts/indices using Oral History Metadata Synchronizer (OHMS) tool.
- Assist with completion of finding aids.



### **Requirements**

- Availability up to 5 days a week with flexible hours
- Coursework towards the completion of a Bachelor's or Master's degree in History, Public History, Museum Studies.
- Extremely organized, detail-oriented.
- Effective oral and written communication skills; command of Adobe Acrobat and Microsoft Office, particularly Excel and Word.
- Ability to work independently and ensure that work is accomplished in a timely and accurate manner

### **Preferred Qualifications**

- Experience with oral history collections or audio digital assets.
- Experience working with controlled vocabularies and archival arrangement & description.
- Familiarity with and/or interest in histories of Coronado, US military, and Southern California.
- Knowledge of oral history best practices.

### **To Apply**

Please email a cover letter and resume to Vickie Stone at [vstone@coronadohistory.org](mailto:vstone@coronadohistory.org) with a subject line of "Oral History Internship [your last name]" before the deadline of June 1st. Applications will be reviewed immediately. No phone calls please. Internships are part-time with no stipend. Academic credit may be available through your home institution.