



Association for Diplomatic Studies & Training

Capturing, preserving, and sharing the experiences of America's diplomats.

JOB ANNOUNCEMENT

The **Oral History Program Assistant** (PA) is a part-time (30/hrs.) position for someone passionate about ADST's mission with the needed skills to match. The incumbent ensures that recorded interviews are edited and posted on the Library of Congress and ADST websites. The new incumbent will look for ways to streamline and update operational processes and prepare tri-annual status reports for the ADST Board. More specifically these tasks involve:

Oral History Administrative Duties: Maintain master list and calendar of interviewees; upload audio files for storage & transcribing; effect Deeds of Gift for each interview; prepare reports for ADST Board and grant requirements; track interviews being transcribed; recruit & supervise transcribers; facilitate transcription payments; review transcriptions for quality and download files to ADST.

Editing process duties: Review transcribed interviews for quality and systemic issues; send transcriptions to interviewee (or volunteer) for editing; work with interviewees to ensure timely editing; edit some incomplete transcriptions.

ADST review process duties: check formatting, spacing, etc.; conduct detailed spell check & research proper names, etc.; save final text as PDF and Word; upload to ADST website and prepare files for Library of Congress.

Semi-annual updates: revise/update the Oral History Finders Guide and the Country Readers, as appropriate.

Qualifications and Education Requirements

The ideal candidate will have at least a BA and a passion for the ADST mission. The position requires multi-tasking, good writing, editing, problem solving, organizational and processing skills and, ideally, a command of Microsoft Word & Excel, Google docs & spreadsheets, Notepad, Wordpress, iTunes, audio file conversion, and Dropbox. Proven interpersonal teamwork and communication skills are essential. The PA drives the operational oral history production process, and the incumbent's tact and commitment to quality for which the program is recognized will determine the Program's future.

**Applications can be sent by mail or e-mail to the following addresses
NLT October 31, 2018:**

E-MAIL:

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Attention: cc: johnsonsr@adst.org

MAIL

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