

Wisconsin Veterans Museum - Oral History Program Assistant  
Position Description - June 2018

**About WVM**

The mission of the Wisconsin Veterans Museum is to acknowledge, commemorate, and affirm the role of Wisconsin veterans in the United States of America's military past. The Wisconsin Veterans Museum is an educational activity of the Wisconsin Department of Veterans Affairs.

WVM's Oral History Program seeks to record the experiences of Wisconsin men and women who served in the military. Today we have over 2,100 interviews in our collection, including interviews with veterans from all around the state who served in conflicts from World War I up through today. These interviews are a vital part of the story we tell at the Wisconsin Veterans Museum.

**About the Position**

We are seeking an individual to assist with the organization, maintenance and accessibility of the oral history collection, along with the creation and collection of new interviews.

Responsibilities will include:

- 1) Participating in the development of projects to collect interviews with specifically sought-after individuals and groups. This could include designing interviews to fit into exhibits, building bridges with communities that WVM currently does not have a relationship with, and generally helping to fill in gaps in the oral history collection. This will all be done under the guidance of the oral historian who will participate in project planning and interviewing when necessary.
- 2) Assisting in the creation of the forthcoming WVM podcast - this could include content research, aiding during recording and production, and contributing to the development of the structure and narrative.
- 3) Creating CDs and copies of interview files to share with donors and for the purpose of assuring the existence of security copies in case of loss or damage of the originals.

Additional responsibilities may include:

- 1) Participating in the transcription process to include, transcribing, reviewing and creating abstracts.
- 2) Assisting with the creation of content for marketing and outreach, such as Facebook posts, blog posts, outreach presentations, etc.
- 3) Working with the online tool OHMS (Oral History Metadata Synchronizer) to make interviews accessible through this platform, to include formatting and syncing transcripts, creating and reviewing indexes, and entering metadata.

All of the above will be coordinated under the supervision of the Oral Historian.

**Minimum qualifications**

- Demonstrable passion for military history and veteran stories.
- Some experience conducting or working with oral history interviews.
- Excellent organizational and communication skills - written as well as oral.
- Some experience working with audio recordings, sound equipment and/or audio engineering.

**Preferred qualifications**

- BA in oral history, public history, history, anthropology, journalism, or other related field.
- Working knowledge of OHMS and/or PastPerfect.
- A driver's license and a willingness to drive considerable distances (use of personal car not required and travel expenses reimbursable).
- Fluency in language(s) other than English valued (Hmong, Spanish).
- Cultural competency and experience working with diverse communities.

All candidates must be willing to go through extensive training in order to learn WVM's standards and procedures. A long-term commitment to the program is desirable. Military veterans are strongly encouraged to apply.

This position will be part time, approximately 20 hrs/week. The Museum is located in Madison and work onsite is required. Work hours are flexible and might include evenings and weekends on occasion. 15.50-17.24/hour, commensurate with experience. As a limited term employee position, this opportunity does not provide full state benefits.

**To apply:**

Applications will be accepted through 11:59 pm Monday, June 25, 2018. Please send a cover letter detailing your qualifications and experience and a resume to [ellen.brooks@dva.wisconsin.gov](mailto:ellen.brooks@dva.wisconsin.gov). A successful candidate will be expected to start August 6, 2018.