

PD NetWORK

Company/Organization: Mint Museum

Position: Oral History Project Intern

Company/Organization Overview:

An internationally-renowned institution, The Mint Museum is dedicated to collecting, conserving, exhibiting, inspiring, publishing and protecting important works of art and design from all over the global art community.

Internship Overview:

The Oral History Project Intern assists the Archivist on the oral history of one subject (narrator), from research through the interview process to transcription.

- Research a narrator chosen by the Archivist.
- Identify topics and prepare questions for the oral history interview based upon the research and in collaboration with the Archivist.
- Prepare the forms to be used for the oral history interview, including release forms.
- Assist the Archivist in conducting the oral history interview. Can include scheduling the interview, asking interview questions, taking notes, assisting with the recording equipment, and preparing post-interview correspondence (thank you note).
- Transcribe interview using Trint software

Timeframe and Hours:

Must be available 10-25 hours a week during the semester

Compensation:

A Focused Internship offers a stipend of \$600.

Qualifications:

- Attention to detail
- Good listening skills.
- Good writing skills.
- An inquisitive mind and enthusiasm for oral history.
- Experience with Microsoft Office.
- Experience conducting oral history preparation and interviews a plus.
- Experience working with Zoom recorders also a plus.

Link to Application: <https://mintmuseum.wufoo.com/forms/r8l3atm0rzn542/>

***Questions? Please contact Steve Bondurant '98 at steve.bondurant@providenceday.org
or call 704-887-6039.***