

Program Consultant – Oral History

The incumbent will actively encourage community organizations and individuals across Washington, DC to apply for funded community partnership opportunities that will allow them to develop oral history projects as part of the DC Community Oral History Project, an initiative of the DC Public Library, HumanitiesDC, and the Historical Society of Washington, DC. After the recruitment phase, the program consultant will be responsible for working directly with the selected community partners to monitor their progress, lend advice on oral history best practices, and connect project personnel with relevant workshops and trainings. The successful execution of these tasks will result in 5-10 new oral history inquiries on subjects of importance to the people of Washington, DC. The resulting interviews will be a part of the collection of the DC Community Oral History Project.

This is a one year, 15-20 hr/wk, consulting opportunity that has the potential for extension depending on the availability of funds. The program consultant will work as part of the overall DC Community Oral History Project team comprised of staff from the three major partner organizations. The incumbent will report directly to the Executive Director of HumanitiesDC.

To apply, please send a resume and cover letter to HumanitiesDC c/o Stephanie Scott, sscott@wdchumanities.org. Position closes on November 16, 2016, or until filled.

Duties:

- Publicize the oral history project among Washington, DC neighborhood and community groups; especially the community partnership opportunities. This will include attending evening meetings.
- Assist novice and amateur oral history project directors with the development and successful conduct of their investigations.
- Connect community partner organizations with the training and resources they need to produce high quality oral history interviews created in accordance with recognized best practices.
- Administer the funding awards made to community partner organizations.
- Provide regular updates to the Executive Director and Project Manager on the progress of community partner oral history projects.
- Work with principle partners on long-term planning for the DC Community Oral History Project.

Qualifications

- Bachelor's degree in a humanities or social science discipline. History, Anthropology, Ethnology, or another discipline that uses oral history as a tool of research preferred.
- Experience and educational background in oral history and public history strongly preferred.
- Strong public speaking and promotional skills. Excellent interpersonal and writing abilities.
- Demonstrated organizational skills, and ability to work on strict deadlines.
- The ideal candidate will be highly familiar with Washington, DC neighborhoods and community organizations.

Terms

- Consultant will bill a maximum of 20 hours per/week to HumanitiesDC.
- Further contract terms will be agreed upon with the selection of a candidate.