



13 N. Madison St.
Quincy, FL 32351
(850) 875-4866

www.gadsdenarts.org

Art/Oral Historian

Job Description

Contract Position

Pay: \$1,000 (payment upon project completion)

Schedule: November 2021-January 2022 as scheduled with staff, videographer

Reports To: Grace Robinson, Executive Director; Angie Barry, Curator

The Gadsden Arts Center & Museum seeks an Oral Historian to assist in documenting the life and work of a Tallahassee based artist. In coordination with Museum staff, the oral historian will conduct recorded interviews with the artist, and develop relevant written transcripts, and educational content to supplement and support the upcoming exhibition.

To Apply

Submit cover letter, writing or work sample, and resume or CV with references to:

Sarah Black-Sadler
Museum Educator
sarah.blacksadler@
gadsdenarts.org

Application review

begins:

November 15th

Key Responsibilities:

- Conduct oral history interviews with subject artist in accordance with Oral History Association Best Practices, including preparatory research, outreach and follow-up, and talking with the subject artist for 2-4 hours in 1-2 sessions coordinated with project videographer. Summarize salient points, transcribe transcripts.
- Work with Museum staff and project videographer to identify and select segments of recorded interviews, particularly for Museum exhibition and online uses.
- Provide research support to the Curator as needed.

Qualifications/ Requirements

- MA Degree with a specialization or interest in oral history, art history, public history, museum studies, material culture. Equivalent experience or MA in progress will be considered.
- Knowledge of oral history professional practice, methodology, theory, and ethics, particularly as applied in museum functions.
- Experience with audio transcription technology, equipment, and software; proficiency in audio editing, preferred.
- Excellent written and oral communication skills.
- Demonstrated interest in and knowledge of folk art, or art history preferred; ability to work with emotionally laden content required.
- Highly organized and detail oriented.
- Ability to work independently and collaboratively
- Some travel to meet with the artist will be required from time to time.