

## Oral Historian

Volunteer Role:	Oral Historian
Responsible to:	Development Officer
Hours and time frame:	Ad-hoc requests (between 5-10 hours per month)
Location/workspace/equipment:	Using your own digital audio equipment (we may be able to provide this) / Coffin Fitting Works, Fleet Street / other locations
Purpose:	To record memories and stories of people associated with BCT building at risk projects (including former workers at Coffin Fitting Works)
Responsibilities:	<ul style="list-style-type: none"> <li>• To identify people to interview and organise interview times and locations</li> <li>• To formulate questions with support of Development Officer</li> <li>• To conduct oral history interviews using training and best practice at all times</li> <li>• To record interviews using WAV digital format and back up recordings onto CD. All interviews will be copyright to Birmingham Conservation Trust</li> <li>• To complete all the relevant documentation and consent forms with interviewee and provide to BCT</li> <li>• To upload interviews and send to BCT through dropbox, CD or equivalent</li> <li>• To listen to the recordings, write synopsis, identify themes, note track times and provide to BCT</li> <li>• To keep an accurate record of your volunteer hours and submit a timesheet</li> </ul>
Skills/qualities required:	<ul style="list-style-type: none"> <li>• Previous experience of conducting oral history interviews (desirable, but not essential)</li> <li>• Good listening skills</li> <li>• Self-motivation and ability to work on your own initiative</li> <li>• Knowledge and experience of social media (although training will be provided if required)</li> </ul>
Support/training provided:	<ul style="list-style-type: none"> <li>• Support identifying people to interview (including media campaigns)</li> <li>• Training on using the documentation (and recording equipment if provided)</li> <li>• Oral history training if required</li> <li>• Office space to conduct recordings if required</li> <li>• Additional relevant training as identified</li> <li>• 'Out of pocket' expenses</li> </ul>
What Birmingham Conservation Trust expects from volunteers:	<ul style="list-style-type: none"> <li>• Maintain good working relationships with staff, other volunteers and members of the public</li> <li>• Attend appropriate training and learn about the work of Birmingham Conservation Trust</li> <li>• Promote understanding and enjoyment of Birmingham's built heritage</li> <li>• Be reliable in delivering tasks identified</li> <li>• Observe organisational policy and procedures</li> <li>• Protect BCT property from theft, damage or loss, within the limit of their responsibilities</li> <li>• To safeguard confidential information about BCT and refer any controversial matters relating to the work of BCT to their manager</li> </ul>