

Wisconsin Veterans Museum Internship Position – Oral History intern

Position Description:

Wisconsin Veterans Museum (WVM) is seeking an interested student, museum student, history student, or an interested individual to assist with the work on the museum's extensive oral history (OH) collection. The collection consists of oral history interviews done with veterans from every branch of service that served during every conflict and era and has a strong connection to the state of Wisconsin.

The responsibilities of this position entail all the elements of an oral history program workflow. The work includes the ability to read, write, proofread, edit, schedule, make phone calls, mail letters, communicate with veterans, work with digital audio files, and utilize online resources. Due to the nature of the work, it is imperative that the successful candidate is adept at learning new technology and skills, has excellent written communication skills and is passionate about oral history and veterans' narratives.

The position may carry out the pre-interview processes that will require the applicant to make initial contact, communicate, and schedule with the veteran. Also, the applicant may work on the post-interview processes that involve the creation of a master file, uploading data files, creating CD/DVDs, sending mailings, and documentation.

The applicant may perform cataloging functions as trained to WVM OH Standards for both Past Perfect and Online Computer Library Center (OCLC). Furthermore, this position may carry out the tasks necessary to publish oral history materials online according to WVM OH Standards using the Oral History Metadata Synchronizer (OHMS); this includes metadata collection, uploading of files, formatting of transcripts, indexing, and quality control. Lastly, the applicant may transcribe, as necessary, oral histories in compliance with WVM OH Standards.

Minimally-qualified candidates will have:

- Attention to detail
- Excellent writing skills
- Experience with MS Office, especially Word and Excel
- Appreciation of military history
- Ability to pass a background check

Well-qualified candidates will also have:

- Experience with transcription

Project Commitment:

To work on this project, we require a commitment of 150 hours (approximately 12.5 hours/week). A monetary stipend will be provided. As an intern position, this opportunity does not provide state benefits.

How to Apply:

To be considered for this internship, you will need to send a letter of qualifications and a resume to Luke Sprague by July 6, 2021 at luke.sprague@dva.wisconsin.gov or mail to:

Luke Sprague

Wisconsin Veterans Museum

30 W Mifflin St.

Madison, WI 53703

Periodically, applicant materials will be reviewed, and qualified applicants will be selected to participate in an interview. If you are selected for an interview, you will be contacted by email or phone, so be sure the most up-to-date contact information is on your letter and/or resume.

Veterans are encouraged to apply. If you are unable to complete the application process due to a disability or have questions regarding the application process, contact Luke Sprague at email:

luke.sprague@dva.wisconsin.gov or call (608) 852-9245.

The State of Wisconsin is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.