

Indo-American Heritage Museum

The Indo-American Heritage Museum (IAHM) is seeking a team of up to six interns for the Fall 2016 for our Masala Chat oral history project.

This internship will provide hands-on experience with oral history projects and working in a professional museum. Interns will also develop practical skills in a museum environment and will enable the intern to interact with museum professionals on all aspects of their work, including research, writing, and outreach.

The primary objective of our project is to collect, transcribe & process 30 oral histories of Indian-American immigrants. Each intern should aim to complete one oral history per month for October, November, and December. The position will require a minimum of eight hours per week. Interns will be working under the leadership of Tamara Biggs, IAHM board member who is also Director of Exhibitions at the Chicago History Museum (CHM) and Dr. Peter Alter, CHM Director of the Studs Terkel Oral History Center. The project is funded by a grant from the Chicago Community Trust.

Compensation:

Training will take place in mid-September and interns will each receive a stipend of \$100 per transcribed oral history.

Duties include:

- Attending training on best practices in oral history collection & processing
- Researching the backgrounds of interview subjects
- Traveling to interview subject homes to conduct interviews
- Operating recording devices & taking photographs
- Transcribing and cataloging recordings

Qualifications:

- Student studying public history, museum studies, journalism, or related field.
- Excellent listening, written and oral communication skills
- Familiarity with relevant computer programs including Microsoft Office.
- Ability to deal with difficult and sensitive materials
- Good interpersonal skills and manners are a must.
- Valid driver's license with ability to travel

How to apply:

- Please state the location where job posting was seen
- Send cover letter, resume & two references to amber@iahmuseum.org



6328 N. California Ave
Chicago, IL 60659

