

BREVARD County

BOARD OF COUNTY COMMISSIONERS

FLORIDA'S SPACE COAST



Brevard County Historical Commission

Central Brevard Library

308 Forrest Ave.

Cocoa, FL 32922

www.brevardcounty.us/history/

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BREVARD COUNTY HISTORICAL COMMISSION ORAL HISTORY INTERNSHIP

The Brevard County Historical Commission is seeking an oral history intern for 10-12 hours per week for a total of 150-180 hours a semester. The intern will receive 3 graded credit hours. Candidates will be asked to complete an interview with the Archivist of the Historical Commission prior to the start of the internship.

Position Description:

Intern will work under the direction of Michael Boonstra, Archivist for the Brevard County Historical Commission at the Central Brevard Library in Cocoa, to assist in making the Commission's collections of oral histories available on the Commission's website.

Duties will include:

- Conducting a minimum of one new oral history.
- Converting oral histories on DVD into an MP4 format and uploading them to an online transcription company to be transcribed
- Comparing the recorded oral histories to new and previously completed transcripts to check for accuracy
- Coordinate with the archivist and the chair of the Oral History project to upload the MP4's to the Historical Commission's YouTube Channel
- Submitting the completed transcripts and links to YouTube to the County IT Department to be loaded onto the historical commission's website where the public can view them at <http://www.brevardcounty.us/HistoricalCommission/OralHistoryProject>
- Update Excel database/index of oral histories

Requirements:

- Current enrollment in the history undergraduate or graduate program
- Strong written and communication skills
- Experience with Microsoft Office, especially Word and Excel
- Ability to work independently on multiple tasks while maintaining quality and meeting deadlines
- Enthusiasm for the project

At the end of the semester, the intern will provide a presentation to the Board of the Historical Commission on their contribution to the project. Mid-term and end-of-term evaluations will be conducted by Mr. Boonstra. Interested individuals should submit a resume via email to Michael Boonstra at mboonstra@brev.org.