



Creative Sanford/Celery Soup is seeking an intern to conduct and transcribe oral histories for 10-12 hours per week for fifteen weeks for a total of 150-180 hours a semester. The student will receive 3 credit hours for the graded course work. Creative Sanford/Celery Soup is located at 230 East First Street in Sanford.

Candidates should be Senior Undergraduate or Graduate students. Undergraduates should have completed History and Historians. Preference will be given to those with good interpersonal skills. Candidates will be asked to complete an interview with the Director of Creative Sanford/Celery Soup prior to the start of the internship.

Qualified individuals should submit a vita via email to Dr. Connie Lester at Connie.Lester@ucf.edu

Position Description:

Intern will work under the direction and guidance of Trish Thompson, Director of Creative Sanford/Celery Soup at the Sanford Welcome Center to assist in conducting and transcribing oral histories collected for developing the folklife play “Celery Soup.”

Duties will include:

- Becoming familiar with best practices for conducting oral histories
- Organizing release forms for both Celery Soup and RICHES Mosaic Interface
- Contact interview list to make appointments for oral histories
- Conducting group oral histories
- Transcribing oral histories for inclusion in RICHES Mosaic Interface

Requirements:

- Current enrollment in the history undergraduate or graduate program
- Ability to work with diverse groups
- Strong written and communication skills
- Experience with Microsoft Office
- 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 public presentation to the Creative Sanford/Celery Soup Board and Representatives of RICHES on their contribution to the project and the role of oral histories. Mid-term and end-of-term evaluations will be conducted by Ms. Thompson.