

## **Job Title**

Oral Narratives Management Intern

## **Job Description**

The New York City Department of Records and Information Services (DORIS) preserves and provides public access to historical and contemporary records and information about New York City government. We operate the Municipal Archives, the Municipal Library, and the Records Center.

DORIS is seeking an intern for its Neighborhood Stories oral narratives project. This is a temporary, part-time position. The Oral Narratives Management Intern will work within the External Affairs team to manage the narrative histories gathered as part of the DORIS' storytelling initiative.

## **Responsibilities**

To expand access to our collection for scholars, researchers, and community members across New York City—and to encourage more people to share their stories—two (2) interns will play a key role in organizing and preparing the collection for a public-facing platform. Interns will help develop systems for managing content and contribute to updating the project's website. Key responsibilities include:

- Ingesting interview assets (recordings, transcripts, captions, audio description files);
- Assisting in completing catalog records and selecting subject terms using ArchivesSpace;
- Supporting reparative description efforts for catalog records;
- Creating metadata for digital files;
- Editing audio and/or video interview recordings;
- Reformatting, reviewing, and proofreading transcripts;
- Conducting background research on interview subjects;
- Drafting concise, accurate digests of interview content, noting key themes, phrases, and historically significant details;
- Assisting with cataloging and entering data into a database; and
- Conducting and/or recording interviews as needed.

## **Minimum Qualification Requirements**

- Enrolled in a Master’s program in Oral History, History, Public History, Library Science, or Archival Management;
- Experience updating digital platforms (e.g., SquareSpace);
- Demonstrated interest in oral history through coursework, projects, or cataloging experience;
- Excellent writing skills, with the ability to accurately synthesize and summarize information;
- Strong computer skills and a willingness to learn new software, including website management and audio editing tools;
- Interest in presenting audiovisual content online, including meeting accessibility requirements (e.g., transcripts, captions, audio description);
- Interest in digital preservation and file management;
- Analytical mindset, with an interest in developing systems and workflows;
- Strong organizational skills and attention to detail; and
- Ability to work independently.

### **Preferred Skills**

- Bilingual abilities are a plus.

### **Learning Outcomes**

- Gain a deeper understanding of planning and managing an oral history program;
- Develop skills in digital preservation and file management;
- Enhance understanding of the challenges in preserving and stewarding oral narratives;
- Gain insight into the agency’s policies, procedures, and workflows.

### **Location**

Hybrid schedule, including telework and in-office hours at the agency’s main office is located at 31 Chambers Street, New York, NY 10007.

### **Compensation**

The hourly rate ranges from \$32 to \$50.

### **How To Apply**

Email your resume/curriculum vitae and cover letter to [recruit@records.nyc.gov](mailto:recruit@records.nyc.gov). Subject should read: Oral Narratives Management Intern Application.