

**VACANT POSITION**  
**DEPARTMENT: LEISURE SERVICES**  
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>  
SUBMIT APPLICATION & PROOF OF EDUCATION TO:  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or the HUMAN RESOURCES OFFICE  
**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: Oral History Project Intern (Position No. 2513)  
Salary: Hiring Rate \$15.00 per hour  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: Will work approximately 20 hours per week; Seasonal: Summer

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Must be enrolled in an undergraduate or graduate degree program.

Strong interest in history, digital archiving, storytelling, or African-American studies.

Attention to detail and ability to work independently.

Willingness to learn new software (training provided).

Passion for preserving community voices and untold stories.

Strong interest in history, digital archiving, storytelling and/or African American studies.

**GENERAL STATEMENT OF JOB:** The intern will work extensively with digital software tools, helping transform long-form oral history interviews into smaller, meaningful, accessible segments. They will also assist with transcription accuracy, cataloging, and expanding the museum's online presence through platforms such as YouTube and social media.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office equipment, such as telephone, copier, facsimile machine, personal computer and software packages, printer and calculator. Must be able to use body member to move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten frequently. Physical demand requirements are mostly at levels of those for sedentary work.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Edit oral history recordings using Descript to create polished, short-form clips highlighting key themes and stories. Clean audio, remove filler content, and prepare final segments for digital use.

Assist in recording new oral history interviews.

Help prepare community members for participation and support the intake and documentation process.

Verify and correct automated transcriptions for accuracy and clarity.

Index themes and create metadata for archival research and cataloging.

Enter oral histories into the museum's collection management software

Upload completed oral histories to YouTube as part of the museum's digital archive.

Assist in developing social media posts, highlight clips, and digital storytelling content to enhance the museum's online presence.

Conduct supporting research to contextualize oral histories within local African-American history.

February 20, 2026  
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