



Title: Oral History and Women's History Ambassador

Description: Working with the Community Engagement Coordinator, the Women's History Initiative, and the public history team at the Utah Historical Society, this ambassador will work to preserve and share underrepresented voices in Utah history through the oral history program and other means. This Ambassadorship will help add more sources, voices, and perspectives to the Utah Historical Society's collections, resources, and programming.

This Ambassador will help manage the Utah Historical Society oral history program, as part of the Peoples of Utah Revisited initiative. They will coordinate and conduct oral history interviews at Scan-and-Share events, research and interview important Utahns who are not part of an oral history project, and manage all transcription work that comes from these interviews.

Building on their research and community work with oral history interviews, the Ambassador will also work with internal and external partners to develop resources and programming that draw on the oral history program to engage Utahns with the history they are preserving.

Reports to: Monique Davila, community engagement coordinator

Skills and traits we are looking for:

- Flexibility and a willingness to learn new skills
- Strong written and verbal communication
- Comfortable asking people questions and managing conversations
- Good listening skills
- Some knowledge of oral history
- Ability to take initiative and prioritize tasks; excellent time management and respect for deadlines
- Organization and attention to detail
- Interest in history and representation
- Ability to work independently and collaboratively

Key Responsibilities:

- Research Utahns to interview to add the voices of women and underrepresented groups to the Utah Historical Society collections. Create lists of topics and questions for each interview.
- Schedule and conduct oral history interviews.
- Transcribe and edit oral history interviews conducted individually and at Scan-and-Share events using Otter.a.i.
- Manage the oral history section at Scan-and-Share events
- Conduct historical research in newspapers, archives, and collections across Utah, with special attention to representation of women and underrepresented groups in our history.
- Based on the Ambassador’s research and oral history interviews, work with the UHS public history team and external partners to develop engaging resources and programming that shares the stories of women and underrepresented groups. The form of these projects will be guided by community partners’ needs and the Ambassador’s interests and could include a virtual tour, walking tour, local history scavenger hunt, storymap, etc.

Time Commitment: 10-12 hours per week, flexible per the Ambassador’s needs and schedule for up to one year

Location: hybrid

To Apply: Please send a resume and cover letter explaining why you are a good candidate for this position and how this Ambassadorship can help you in your future career to **Monique Davila at mdavila@utah.gov no later than May 6, 2024.**

About Us: Founded in 1897, the Utah Historical Society works to foster curiosity about the past, inform the present, and strengthen our shared future. The agency continues to share the state’s history through seven major initiatives including our cemeteries program, public history, women’s history initiative, publications, Peoples of Utah Revisited, library & collections, and the Museum of Utah. Learn more about our work at history.utah.gov and explore our [2023-2027 Strategic Plan](#).