



POSITION DESCRIPTION ORAL HISTORY VOLUNTEER

ROLE TITLE

Orange City Council Oral History Volunteer.

Volunteers should have an interest and enthusiasm in sharing information on local history. Volunteers should be self-motivated and willing to learn new skills and gain experience in recording oral histories. No previous experience is required however volunteers should be able to interact well with the wider community and have good communication skills.

MAIN PURPOSE OF THE ROLE

To be part of a team of volunteers who record oral history interviews.

WHAT DOES THE ROLE INVOLVE?

- You will be required to record and interview clients in their own home or at appropriate spaces within Orange City Council
- You will need your own registered car to get to and from interviews
- You will have good communication skills and practical knowledge to conduct and record interviews
- You will be required to operate recording equipment

Full support and training will be provided so that volunteers have an understanding of the role to enable volunteers to carry out their role effectively.

WHEN?

The role will require giving at least 2-3 hours per interview. Interviews will be carried out between 9.00am – 5.00pm weekdays or at other times by arrangement.

WHERE?

Orange City Council
Interviewees homes in the Orange district

SUPPORT, SUPERVISION AND TRAINING

Support, supervision and training will be provided by Orange City Council. To equip volunteers with the skills and knowledge for the role Orange City Council will provide training in oral history recording. It is essential that volunteers attend all training sessions provided by Orange City Council.

REQUIREMENTS

- Volunteers will be required to communicate with interviewees for long periods at a time and to walk.
- Volunteers will be required to follow Council's Corporate Volunteer Process
- Criminal Background checks will be undertaken for successful volunteers at Council's expense or proof of a valid Criminal Background Check not more than three months old.
- Volunteers will be required to attend an Orange City Council Volunteer induction scheduled for Wednesday 10 July 2019.

UNIFORM AND ID

- Volunteers should appropriately represent the project and wear suitable attire and enclosed footwear.
- Volunteers will be issued with a lanyard and photo identification card which must be worn at all times during when volunteering for Orange City Council.

WHAT DOES THE ROLE OFFER?

This role is suitable for someone who has a keen interest in local history and enjoys interacting with the wider community. By getting involved as a volunteer you have the opportunity to:

- find out more about local heritage
- gain skills in oral history recording
- enjoy meeting new people and being part of a team
- help build social inclusion and a sense of community
- make good use of current skills and interests

VOLUNTEERING PROCESS

1. Submit expression of Interest (close Friday 14 June 2019)
2. Meet with appropriate Council staff
3. Complete Council's Corporate Volunteer application
4. Council to conduct background checks
5. Attend Council Volunteer Induction on 10 July 2019
6. Attend training in Oral History – July/August 2019



EXPRESSION OF INTEREST ORAL HISTORY VOLUNTEERS

Orange City Council is currently seeking expressions of interest for volunteers who can assist with the recording of Oral History.

VOLUNTEER POSITIONS INCLUDE

- **INTERVIEWER:** record stories and memories from residents in an around Orange
- **TRANSCRIBER:** listen to and transcribe interview using appropriate software (eg Word or Amplify) Training will be provided as required.

SUPERVISOR Community Museum and Heritage Manager

DUTIES

- Volunteers can focus on one element of the role ie. Interviewer or transcriber. A range of people from the community will be interviewed as well as people with gained knowledge on historical events and places.

REQUIREMENTS

- As well as interest in interviewing, computer knowledge and access would be beneficial for processing and saving files for the final product.
- Empathy ability to listen well and direct conversation in a manner appropriate to the task.
- A National Police Clearance is required. Orange City Council will attend to this.

TRAINING

Training in recording oral history guidelines and the use of equipment will be provided. Volunteers are required to attend an Orange City Council Volunteer Induction on **10 July 2019**.

RESPONSIBILITIES INCLUDE

- i. Making the interviewee feel comfortable
- ii. Comply with Health and Safety Act and regulations
- li. Attend on-going training as offered and may include training sessions, and volunteer meetings.
- iii. Comply with Council's Code of Conduct
- iv. Undertake Corporate induction process
- v. Comply with relevant Council policies

DATES/TIMES REQUIRED:

This will vary depending on number of interviews to be conducted. It is anticipated that each recording may take up to a period of 2-3 hours.

HOW TO APPLY FOR ORAL HISTORY VOLUNTEER?

Send an expression of interest to tkostitch@orange.nsw.gov.au . Telephone inquiries can be made on 6393 8120. Please note in your application why you would like to volunteer in this role with Orange City Council and include any relevant experience you may.

Applications close **Friday 14 June 2019**.



VOLUNTEER EXPRESSION OF INTEREST

Please complete the details below and submit form to Orange City Library, 147 Byng Street, Orange, 2800 or heritage@orange.nsw.gov.au before Friday 14 June 2019

Name:	
Phone:	
Email:	
Address:	
Why are you interested in oral history recording?	
What is your current connection to local history in our community?	
What are your skills / experience that may be relevant for this role	
Are you able to attend an Orange City Council Volunteer Induction on Wednesday 10 July 2019	Yes / no

Further information can be obtained by contacting Orange City Library.

E: heritage@orange.nsw.gov.au

P: 02 6393 8170

Office use only

Received by: _____

Date: ___/___/___