



Name:	Department: Kentucky Historical Society
Job Title: Oral Historian	Class Title: KHS Archivist II
Reports to: Director of Historical Resources	Division: Museums - 10103020
Organizational Level: Historical Resources/Archives	Position Number: 31167994
Hire Date:	Position Type: Full-time
Work Location: KY History Center & Museums	FLSA Status: Non-exempt

Job Summary:

The Oral Historian will work to fulfill the mission of the Kentucky Historical Society and to help their colleagues throughout the organization succeed. The position promotes the oral history program at the Kentucky Historical Society and the initiatives of the Kentucky Oral History Commission.

The Oral Historian works with individuals, organizations, and history professionals to engage people through local and state history, connect with communities, and bring attention to KHS programs and services. The Oral Historian encourages the use of and access to oral history collections at the Kentucky Historical Society and across the Commonwealth.

The Oral Historian supports the administration of the Kentucky Oral History Commission (KOHC), the only commission of its kind in the United States dedicated to providing financial and technical assistance to oral history repositories, oral historians, and community scholars. The Oral Historian assists with the KOHC grant program and serves as a resource for individuals and organizations.

The Oral Historian supports the creation, preservation, and dissemination of oral history projects throughout Kentucky. The position establishes relationships with oral history practitioners and historical organizations across the Commonwealth, offering professional and technical assistance to encourage best practices in oral history creation and preservation.

Essential Duties and Responsibilities:

- Lead the Kentucky Historical Society's oral history program through acquisition, preservation, and access
 - Conducts historical research related to potential interviews
 - Plans, coordinates, and conducts oral history interviews in coordination with the collecting and research priorities of the Historical Resources Division
 - Coordinates work with the oral history Processing Specialist to prioritize, transcribe, and edit collections in preparation for online digital access.



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- Ensure KHS oral history programs meet OHA best practices
 - Coordinates volunteers and interns who work on oral history projects.
- Support the work of the Kentucky Oral History Commission and the twice-yearly KOHC grant program
 - Provide technical assistance to grant applicants.
 - Assist Director of Historical Resources and KOHC members and advisors in the review and revision of the grant program to serve the current need of individuals and organizations doing oral history work in the Commonwealth
 - Promote Kentucky Oral History Commission grants through outreach and communications.
- Promote and provide advice and training on the creation, preservation, and use of oral history for individuals and organizations across the Commonwealth
 - Facilitate building relationships between individuals and organizations to improve the part oral history plays in documenting Kentucky's rich history
 - Connect Kentucky oral history programs and oral history practitioners through professional development and networking opportunities
 - Develop and provide workshops, training, and other direct instruction for individuals and organizations
 - Maintain and provide equipment for the creation and preservation of oral histories
 - Work with various KHS teams to develop and communicate oral history activities throughout the state
- Foster long-term relationships with community partners through existing and new community engagement programs.
 - Works with community engagement team to meet the needs of local history organizations.
 - Provides museum technical and best practices to communities and organizations when asked.
 - Builds networks to advocate for history projects in local communities.
 - Serves as an ambassador for KHS programs to constituents.
 - Promote the use of, access to, and preservation of oral history collections across the Commonwealth for exhibits, broadcast, and other media.

Qualifications:

Education/Experience – Master's degree in oral history, folklore or folk studies, public history, or humanity or social science field; Experience with interview-based methodology and fieldwork preferred. Two (2) years of experience working in community engagement and/or cultural documentation, specifically audio; knowledge of audio recording equipment and the



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standards and best practices in oral history; and experience facilitating workshops and other training.

Communication – Demonstrated facility in public speaking, writing, and communicating with multiple kinds of audiences. Excellent people and presentation skills. Ability to speak with diverse groups of people in both formal and informal settings.

Computer Skills – Advanced internet, word processing, database management, spreadsheets, and email use. Familiarity with audio/video editing software, Omeka, Aviary, Otter AI, and other online platforms preferred.

Special Requirements – Proficiency with commercial audio recording equipment, required. A demonstrated proficiency in content archival management systems and audio editing programs and digital audio workstations (DAWS), preferred.

Organization Skills – Must have strong organizational and administrative skills and the ability to work collegially with staff across the organization. Must be able to manage a project from concept to completion.

Working Conditions:

- ***Physical Demands:*** Must be able to move audio equipment regularly that may weigh up to 40lbs. Must be able to sit or stand for long periods. Must be willing to work some evenings, weekends, and occasionally travel.

Direct Reports:

- None.

Behavior Dimensions:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- ***Embrace Diversity:*** Commitment to inclusiveness and empowerment. Demonstrates respect, equity and empathy for a diverse community.
- ***Build Relationships:*** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- ***Behave Ethically:*** Understand ethical behavior and KHS Policies and Procedures, and ensure that our own behavior and the behavior of others is consistent with these standards.



- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS's financial and human resources, and of the KHS mission.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Service:** We value our role in serving the public and work to ensure those services are exemplary. (Or similar: Service Focus - Values and delivers high quality, innovative service to all customers)
- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization. OR - Uses a holistic approach to align priorities with overarching goals and measures outcomes of planning efforts