



Alberta Aviation Museum  
11410 Kingsway NW  
Edmonton, Alberta  
T5G 0X4

## **Oral History Production Assistant**

### **Volunteer Role Description**

**Summary:** The role of the Oral History Production Assistant is to provide support for gathering, interviewing, video recording, editing and other associated duties in order to preserve the stories of Edmonton's aviation pioneers. Volunteers make an amazing contribution to our museum and assist in achieving our vision, mission and goals.

**Supervisors:** The Curator and the Communications Coordinator

**Time commitment:** Assignments will depend on individual role and scheduling of interviews. Minimum 25 hours per year.

**Responsibilities will depend on skill level and will include, but are not limited to:**

- Assisting Oral History Team with scheduling and gathering pre-interview material in preparation for on-camera interviews.
- Assisting Oral History Team in setting up, conducting on-camera interviews, and dismantling gear post interview.
- Assist in post production including transcribing interviews, archiving interviews and producing final short versions of the interview for online and in museum displays.
- Assist in production of other videos as needed for online marketing purposes.

**Requirements for this position:**

- The ability to work in a team environment and willing to collaborate with staff and volunteers.
- Have an interest in collecting the stories of aviation in Alberta.
- Experience in digital video production, equipment and software. (Those with an interest, but no experience, may be selected for mentoring to higher skill level.)
- Be dependable and committed to carrying out your role to the best of your abilities.