

Special Assistant, Transcription Enhancement

- Under the direction of the History Division (HD) Archivists and Oral Historian, the Assistant will assist with all aspects of transcription and oral history collections management including basic holdings maintenance, preservation and transcription assistance.
- Transcribe oral history interviews into text
- Proofread and edit new and existing transcripts
- Perform basic audio file digitization / conversion, preservation, file organization tasks and create technical/administrative metadata.
- Enhance discoverability of existing transcripts
- Assist with implementing best practice for storage and handling of legacy A/V materials
- Assist with requests for information concerning HD's oral history collections

Requirements:

- Basic knowledge of American and USMC history
- Attention to detail
- Strong written and verbal communication skills
- Experience with Microsoft Office and G-suite applications
- Familiarity with legacy audio/visual materials and equipment

Marine Corps Heritage Foundation is an equal opportunity employer.