PUBLIC HUMANITIES INITIATIVE IN DOCTORAL EDUCATION
2024-2025 FELLOWSHIPS

JOB TITLE: Archives Oral History Fellow
ORGANIZATION: The Museum of Modern Art
LOCATION: 11 W. 53 St., New York, NY 10019

ORGANIZATION DESCRIPTION

Established in 1929, The Museum of Modern Art is the world’s preeminent institution dedicated to the art of our time. With a dynamic exhibition program and one of the world’s largest collections of modern and contemporary art, MoMA bridges the past and present, the established and the experimental, bringing new ideas to over three million onsite visitors per year—and many more millions in the digital realm. We offer an exciting, inclusive work environment for innovative, talented individuals who are eager to take part in MoMA’s mission, responding to new ideas and initiatives with insight, imagination, and intelligence.

www.moma.org

https://www.moma.org/interactives/moma_through_time/

POSITION DESCRIPTION

Residing in the Museum’s Archives, Library, and Research Collections department, the Archives Oral History Fellow will embark on an in-depth project to research the theory, methodology, and best practices of oral history. A survey of other contemporary art-related Oral History projects will be compiled. Special attention will be focused on new developments in the field, including evolving interviewing practices and utilization of new technologies for interview recording, transcription, and indexing. The Fellow will also directly support the creation of oral histories of former MoMA staff.

The Fellow will provide support for the Oral History Interviewer and will be responsible for compiling preparatory research on individuals and topics, drafting written consent and usage agreements, reviewing transcriptions for accuracy and completeness, text editing, preparing interview summaries, and assisting with the description and preservation of recordings and transcripts. They will also maintain

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up-to-date comprehensive master lists of interviews in every stage of their completion and secure all release and/or legal agreements relating to rights and permissions for interviews.

The Fellow will also be introduced to the overall operations of MoMA's Archives, Library, and Research Collections through dedicated orientations and one-on-one meetings with staff. They will participate in departmental activities as appropriate. Further, the Fellow will be part of the MoMA's museum-wide Fellowship program, and as such will gain access to special programming aimed to introduce the Fellows to areas across the institution.

**MAJOR DUTIES AND DELIVERABLES**

- Research new developments in the field of oral history, with specific attention paid to theory, methodologies, and best practices, and prepare a summary report.
- Compile a survey of similar oral history projects documenting major figures in contemporary art.
- Assemble background research and prepare a dossier of information relating to the interview subject, and related key exhibitions, building projects, and special events that occurred during their career at the Museum.
- Liaise with the subject and the oral history interviewer as necessary.
- Research traditional and automated transcription services, evaluate choices, and propose the best option.
- Monitor the transcription process carried out by a third party vendor; review transcriptions for completeness, quality, and accuracy; and approve final edited transcriptions.
- Augment the transcript with additional information such as full citations to works of art, complete names and staff titles, and exact exhibition numbers, titles, and dates.
- Write abstracts of interviews for descriptive entries.
- Prepare legal agreements.
- Participate in departmental meetings, activities, and projects.
- Perform any other duties reasonably related to the functions described above.

**QUALIFICATIONS**

- Demonstrates outstanding team orientation, flexibility, and ability to work both independently and collaboratively.
- Outstanding verbal and written communication, organizational, and interpersonal skills.
- Demonstrated knowledge of twentieth and twenty-first-century art, art historical reference sources and other related research material.
- Attention to detail and accuracy in all work.

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SPECIFIC APPLICATION QUESTIONS

What do you think is the role of oral history in research today? How can oral history contribute new understandings of the field and advance multiple narratives? Are there potential pitfalls of oral histories? And if so, what do you think they are and how can they be remedied? Why do you think oral history is important?

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