

Queens Memory Positions

The Queens Memory program has a two-part mission. First, we share existing archival records from our collections with the public through our website, social media and live events. Next (while we have their attention), we work with community members to document their personal histories, which all together, tell a complete story of life in our dynamic and diverse borough. The following are descriptions of the three roles that together form a complete team for producing compelling, high quality community documentation we can share with the public. Positions require different types of expertise and will each provide professional experience that will be valuable in future employment and academic placements.

Community Documentarian

Importance to Program

Community documentation requires dedication to the maintenance of relationships with individuals and organizations. We rely on Community Documentarians to work directly with members of the Ridgewood community who wish to take part in oral history interviews and add their photos to our digital collections. This role includes helping participants with the forms they need to complete, and making sure submission packages are complete.

Duties and Responsibilities

- Plan and conduct oral history interviews
- Create timecode outlines for each interview
- Record information from donor about visual objects they loan us for digitization

Responsible for scheduling, preparing for and conducting oral history interviews and taking photos of Queens residents. Documentarians are allowed to identify their own subjects or choose them from a waiting list of interviewees assembled by the Greater Ridgewood Youth Council. Must obtain a signed consent form from every interviewee. Must prepare proper submission documentation with each interview including an accession form, a photo of the interviewee, and a timecode outline that takes approximately two hours for every hour of recorded interview. These materials will be used by future researchers and staff who access the interview for processing, preservation and research purposes.

Minimum Qualifications

Must be able to effectively communicate with community members. This might sometimes involve written and spoken fluency in more than one language. Must have minimum six hours of training in oral history methods. Queens Memory staff offer this training in scheduled workshops during your paid work hours. Must learn to operate and trouble-shoot audio recorders and digital cameras.

Production Unit

To produce one interview ready for submission to the Archives: 8 hours

Catalog and Digitization Specialist

Importance to Project

We are collecting oral history recordings and photographs from Queens residents. Instead of asking people to give us their family's original photos, we just keep scans we create of them along with any information we can find out about the photos. We often only get one chance to capture a good scan and all of the information we can about each object before it goes back to the donor who has loaned it to us. This work must be done with consistent excellence.

Duties and Responsibilities

- Digitize and catalog photographs
- Catalog full interview recordings and edited audio clips
- Pin selected images to the Historypin Neighborhood Stories project page

Catalogers must learn to follow the Queens Memory cataloger's guide with field by field instructions for creating catalog records. Specialists will engage in peer editing to hone and maintain their skills. Also responsible for scanning and cataloging the photo collection held by the Greater Ridgewood Youth Council and creating walking tours or other digital galleries with the photos on Queens Memory and Historypin. After the Editing and Outreach Specialists edit clips from full oral history interviews, catalogers will create records for each clip and for the whole interview in our CollectiveAccess database.

Minimum Qualifications

Writing skills required. Must be detail-oriented. Understanding of Queens history and geography a plus. Must be willing to learn how to create KMZ files to properly map records to geographic locations. Must become familiar with existing Queens Memory records and help to curate digital exhibits using records in the catalog.

Production Unit

Catalog one record: .5 hr

Editing and Outreach Specialist

Importance to Project

Most oral history interviews are approximately 90 minutes long and we can usually get 3-10 edited audio clips out of each interview. These audio clips are the only portions of the interviews we share publicly without restrictions. They are available on the Queens Memory website and used in events and in educational settings. They will be quoted in publications and used as primary source materials by researchers. This work is time-consuming and requires technical and editorial skills. Social media tools are an important way to reach and engage a large segment of Queens residents.

Duties and Responsibilities

- Edit oral histories into podcasts and clips for Queens Memory
- Social media outreach for materials and events

The Editing and Outreach Specialist uses finished timecode outlines to identify and edit clips using the audio editing software in the technology lab at the Greater Ridgewood Youth Council offices. After the clips are edited, this person will hand them off to the Catalog and Digitization Specialists, who will create catalog records for each clip and for the whole interview in our CollectiveAccess database. Specialists will learn to use audio editing software and track timecode in and out points for all of the clips they create.

Minimum Qualifications

Must be familiar with Facebook and other social media platforms. Must be organized and enjoy curating and organizing content into packages that will appeal to the public. Writing skills required. Understanding of Queens history and geography a plus. Must become familiar with existing Queens Memory records and help to curate digital exhibits.

Unit of Production

Preparing one week of social media content: 2 hours

Edit and catalog one interview: 7