



Position Vacancy: Temporary Program Assistant

Humanities Kansas is seeking a temporary part-time **Program Assistant** to process a collection of oral history recordings and written memoirs created as part of recent statewide initiative to document stories of Vietnam War veterans. Position begins in Feb and ends in Apr with a maximum of 200 hrs.

Application deadline (EXTENDED): Feb 1, 2019

Humanities Kansas is an independent nonprofit spearheading a movement of ideas to empower Kansans to strengthen their communities and our democracy. Since 1972, our pioneering programming, grants, and partnerships have documented and shared stories to spark conversations and generate insights. Together with our partners and supporters, we inspire all Kansans to draw on history, literature, ethics, and culture to enrich their lives and serve the communities and state we all proudly call home. Visit humanitieskansas.org.

Work Schedule: Flexible schedule during the hrs of 8:30am – 5:00pm Mon-Fri in Topeka, KS

Reporting Relationship: Director of Grants

Compensation: \$15/hr for 200 hrs. No benefits.

Major Duties

1. Create an inventory of submitted digital material to include release forms, audio/video recordings, written memoirs, and photographs
2. Correspond with local community organizations to gather remaining material
3. Read memoirs and transcripts, and listen to recordings to determine suitability for submission to the Library of Congress and Veterans Voices Writing Project
4. Describe collection by writing brief summaries of each recording and memoir
5. Upload final / approved material to respective organizations (Library of Congress, etc)
6. If time and skill allow, edit and produce 3 oral histories into 3-4 minute segments for YouTube
7. If time and skill allow, produce 500-word essay highlighting trends or unique aspects of the collection

Required Qualifications

- Progress towards a bachelor's degree in a humanities discipline
- Ideal candidate will have military experience. Familiarity with military terminology and knowledge of the Vietnam War is preferred.
- Computer proficiency with Mac products and software
- Knowledge of Word, Excel, WAV audio formats, Sharepoint, and File Transfer Protocols preferred

- Ability to communicate positively, clearly, and professionally through both verbal and written skills.

Work Environment

- Professional and deadline-oriented environment in an office setting
- Frequent interaction with staff and program partners

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

To apply: Please send cover letter, resume, and contact information for one professional reference to murl@humanitieskansas.org by Feb 1.