



Oral History Transcriber

Contract Type: Volunteer

Hours: Flexible time commitment

Salary: Unpaid

Reporting to: Oral History Coordinator

A new and exciting opportunity has arisen at Silverstone Heritage Limited to work towards the forthcoming opening of the Silverstone Heritage Experience in Spring 2019.

Summary of the Silverstone Heritage Experience

Silverstone has been synonymous with motor racing since the mid-20th century. It is now one of the most famous sporting venues in the world. However, Silverstone has a much wider story to tell and its place in history was established well before the circuit was even constructed. The Silverstone Heritage Experience will tell the 'whole' Silverstone story – one that can only be experienced by visiting the site itself and interacting with the multi-layered stories that are woven into the fabric of the modern racing circuit.

Through the creation of the Silverstone Heritage Experience as a centre of focus and understanding, with extensive exhibition spaces, a Collections and Research Centre, Learning Studio and a series of site tours, programmes and activities, the heritage of Silverstone can reach a far wider audience than before and ultimately cement its position as the centre for British motor sport heritage.

Oral history project

One of the most important parts of the Silverstone Experience will be the oral histories we are striving to collect from a wide range of people who are connected to the circuit. The project will be ongoing until opening in Spring 2019.

The oral histories aim to explore and tell the story of the passionate fans, volunteers and employees of the circuit. Exploring why it is they love Silverstone, what their most memorable occasions here have been and any other stories they wish to share. As well as gathering the memories from the big names within motorsport we are aiming to tell the complete history of Silverstone from its beginning as a Benedictine monastery through to its current status as the home of the British Grand Prix. This project will allow the individual stories to be told alongside.

We will be documenting and archiving the oral histories we collect to ensure that the recordings will be preserved and made accessible for interpretation, enjoyment and learning by current and future generations.

Job Description

Role Title	Oral History Transcription Volunteer
Purpose of role	To transcribe oral histories to provide contemporary counter-point to the stories included in the archive collection.
Time Commitment	<p>The volunteers are expected to commit at least 3 hours per week. Informal catch ups will be held periodically to ensure volunteers are happy with their progress and workload.</p> <p>The project offers short- and long-term volunteering opportunities. Volunteers may choose how long they wish to volunteer with the project as it shall be ongoing until 2019.</p>
Location	<p>Transcribing is to be done from home.</p> <p>It is expected that the volunteers have access to a computer.</p>
Key responsibilities	<ul style="list-style-type: none"> • Transcribe oral history interviews in accordance with the museum's established procedures. • Provide summaries from the transcriptions.
Benefits to Volunteers	<ul style="list-style-type: none"> • The opportunity to develop skills in transcribing techniques. • Chance to improve your confidence and communication skills. • Improving your CV and enhancing your employability. • A reference from Silverstone Heritage LTD.
Person Specification	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Good level of literacy. • Able to use discretion when dealing with confidential information • Good typing and computer skills. • Ability to transcribe and summarise historical information. • Clear and concise communication skills. • Organised and reliable. • A willingness to learn and improve your skills. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Any experience in this type of work would be welcomed and valued but not necessary as training will be provided. • An interest in history, heritage and/ or archiving. • An interest in the charity sector.
Reimbursement of Expenses	It is not expected for the volunteers to incur any expenses as the transcribing is to be done from home.

To apply please send your updated CV to sophie.meeks@silverstone-experience.co.uk.