

**MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY,  
JACKSON**

**Historical Transcriptionist Volunteer**

**Purpose:**

To provide transcription support to Administrative staff by documenting oral history interviews of former and current Mississippi Department of Archives and History (MDAH) employees, volunteers, and associates. This support shall help the agency's mission to collect, preserve, and provide access to the archival resources of the state, administer museums and historic sites, and oversee statewide programs for historic preservation, government records management, and publications.

**Responsibilities:**

Transcribe recordings of oral history interviews  
Prepare summaries  
Index interviews  
Possibly, input information into computer database

**Qualifications:**

Proficient with Microsoft Word and other programs necessary to facilitate transcriptions  
Ability to perform well under time constraints with attention to detail  
Organized and accurate  
Good judgment  
Excellent verbal and written communication skills

**Requirements:**

Successfully complete training  
Knowledge of MDAH policies and procedures  
Dependability

**Time Commitment:**

Flexible schedule — most work may be done at home  
Twelve (12) hours of volunteer service per year at MDAH are required to remain on the active volunteer list

**Benefits:**

The satisfaction of volunteering at the second-oldest state department of archives and history in the United States  
Continuing education sessions  
Documented volunteer service for work or school credit  
A 15% discount at Mississippi History Store locations  
All training and training-related materials provided by MDAH  
Volunteer appreciation activities provided by MDAH

**Reports to:**

Deputy Director of Communications or her designee