



## TRANSCRIBER

### VOLUNTEER ROLE PROFILE

Dreadnought South West are delighted to be running the Rebellious Sounds Archive project in 2018-2019 across the South West. This project will create the first oral history archive of women's activism in the South West, which involves the recording of stories and their exhibition via a mobile temporary exhibition space, known as the Listening Booth.

Through the Listening Booth, the Rebellious Sounds Archive will be looking to forefront contemporary and historical women's stories, and tour them around the region (and beyond).

#### What will the Transcriber role involve?

The Transcriber will be at the forefront of making the Rebellious Sounds Archive stories accessible to all by listening to recordings and typing a verbatim transcript into a MS word format ready for incorporating into interpretation. Recordings are in two forms; full oral history recordings (between 30 mins and 1 hour long), and or 3-4 minute excerpts used in the Listening Booth and online. This role will be performed independently with remote support from the Project Coordinator.

Oral history transcription does not involve travel and volunteers can undertake this role while staying at home (computer and internet access required).

#### Tasks may include:

- Following the RSA Transcription Guide and using the RSA Transcript Template, creating a verbatim record of the audio files from the oral history recordings and edited excerpts
- Creating a summary of the recordings to aid with interpretation
- Highlighting themes and areas of interest
- Liaising with Project Coordinator on workflow

#### Timescales and hours

Time spent on this can entirely depend on time available; there may be times when transcription will need to be done by a set date depending on the Listening Booth tour dates.

### Skills and experience

The Rebellious Sounds Archive is looking for someone with:

- Good listening and typing skills
- Strong grammar, reading/writing skills
- Confidentiality. Volunteers will not discuss or pass on confidential information including archival items restricted by copyright and other usage laws.
- Competence using Microsoft Word, Excel and Google Drive
- A desire to forefront lesser-known women's stories

### How to apply

Please fill in a Rebellious Sounds Archive Volunteer Application Form and return to Carmen Talbot on

[carment.dreadnoughtsw@gmail.com](mailto:carment.dreadnoughtsw@gmail.com)

Please note that all volunteers for the Rebellious Sounds Archive project may be required to undertake a DBS check (provided by Dreadnought South West).

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