

## **Oral History Associate Editor (Diplomatic Oral History)**

### **Compensation**

\$250 per Oral History Transcript/Bound Book for 40 transcripts total through to December 2021. This is a temporary position that may be extended or turned into a PT Editor Role.

### **Overview**

The Association for Diplomatic Studies and Training (ADST) is looking for an Associate Editor to help drive our diplomatic history collection (the largest in the world) to new heights. The right candidate will be an organized, proactive, self-starter with a positive, “can-do” attitude. This is a contract position through the end of the year with the possibility of turning into a part-time salaried role. The Oral History Associate Editor will report to the Oral History Program Manager.

If you want to be part of a fun, dynamic team, and have an interest in preserving and sharing history, diplomacy, and/or international affairs, please send a resume and cover letter to [info@adst.org](mailto:info@adst.org), attention hiring manager.

### **Core Responsibilities:**

- Final Proofs & Edits for Oral History Transcripts and OH Bound Books
  - Ensuring proper formatting and accuracy
- Coordinating with interviewee and interviewer as needed

### **Education/Knowledge/Skills:**

- Familiarity with Google Suite (G-Mail, Google Drive, Google Calendar, etc.)
- Familiarity with the structure and work of the US Department of State, other foreign affairs agencies, and US diplomatic missions abroad is preferred
- Microsoft Windows (including Word & Excel)
- Strong QC skills including attention to detail, ability to fact check, grammar, punctuation, etc.
- Familiarity with Chicago Manual of Style strongly preferred
- Ability to present a polished final product per ADST’s editing guidelines.
- Strong communication and organizational skills