

## ORAL HISTORY & RESEARCH ASSISTANT

### PART-TIME

Jones Memorial Library in Lynchburg, Virginia specializes in history and genealogy with a primary focus on central Virginia. The collection spans 20,000+ books, 600+ manuscripts, and 5,000+ sets of architectural drawings and documents. We serve patrons in person and online from an 11,000 square foot facility. Learn more about us at [www.jmlibrary.org](http://www.jmlibrary.org).

The Library is accepting applications for a part-time Oral History & Reference Assistant. This specialized position focuses on developing and expanding our oral history collections while also providing essential reference support. The position is budgeted for one year and may be renewable annually based on performance and library needs.

This is a 16-hour per week position with work scheduled Tuesday through Saturday. The role includes an alternate Saturday rotation. The work schedule will be determined according to the Library's needs in consultation with the finalist candidate.

### Position Overview

This role reports to the library's Executive Director. You will divide your time between staffing the reference desk, assisting patrons in our Reading Room, and conducting oral history interviews and outreach.

Primary responsibilities include:

#### Reference Desk Responsibilities

- Assist patrons in person, by telephone, or electronically with research questions and information needs.
- Help patrons locate and use library materials, including books, manuscripts, and digital resources.
- Provide instruction on use of databases, microfilm machines, and other research tools.
- Maintain accurate shelving and preservation of materials.
- Track statistics and contribute to regular reporting.
- Additional duties as assigned

#### Oral History Responsibilities

- Conduct oral history interviews with community members, with a focus on central Virginia history and genealogy.
- Accurately transcribe oral history interviews, ensuring proper documentation and metadata collection.
- Develop and implement community outreach strategies to identify and recruit oral history narrators.
- Work with the Archivist to process completed oral histories according to professional standards and best practices.
- Maintain accurate records of oral history projects, including releases, permissions, and documentation.
- Collaborate with the library team to integrate oral histories into the digital and physical collections.

## Minimum Qualifications

We don't believe in a "perfect candidate." Individuals who meet most of the qualifications should apply. The Library will provide training to candidates who show an interest and aptitude for oral history work and research library services. JML is an equal opportunity employer.

- High school degree required; bachelor's degree in history, anthropology, library science, communication, or another social science preferred.
- Strong interest in local history, genealogy, and community storytelling.
- Excellent listening, interviewing, and interpersonal communication skills.
- Strong attention to detail and ability to produce accurate transcriptions.
- Comfort with audio/video recording equipment and/or willingness to learn.
- Experience with community outreach or public programming.
- Strong organizational skills and ability to manage multiple projects.
- Proficiency with various software and digital tools (audio editing, transcription software, databases, Google Office suite, generative A.I.).
- Prior experience in a library, archive, museum, or customer service environment.
- Enthusiasm for working with individuals of different ages, backgrounds, and abilities.
- We seek team members who have a strong work ethic and exercise sound ethical judgment, with soft skills in communication & listening, building consensus, creative problem solving, and time management.

## What We Offer

- 16 - 20 hours per week, on-site work in a research library setting.
- Annual paid time off, plus paid holidays.
- Matching contributions in the Library's retirement plan.
- Anticipated hiring range of \$17-\$21 per hour, commensurate with experience.

## Timeline

- Applications due by Friday, April 10, 2026.
- Qualified applicants will be invited for a first round of virtual interviews in April.
- Finalist candidates will be invited for second round of in-person interviews in May 2026.
- Anticipated position start date: June 1, 2026.

## How to Apply

Submit a cover letter, C.V. or resume, and contact information for three references as one pdf document by email to [director@jmlibrary.org](mailto:director@jmlibrary.org). No phone calls please.

In your cover letter, address your interest in oral history work and your relevant skills and experience.

Finalist candidates will undergo reference and background checks.