



Title: Project Assistant
Division: Programs and Services
Supervisor: Programs and Communications Coordinator

POSITION SUMMARY:

The Historical Society of Pennsylvania is seeking a Project Assistant for our pilot podcast, *Resurrecting Voices: The Philadelphia Black Experience*. This unique role combines technical expertise in audio production with strong research skills to contribute to the creation of engaging and informative podcast episodes. This is a part-time, non-exempt, grant-funded position through April 2024.

The Historical Society of Pennsylvania is an equal access, equal opportunity employer and welcomes individuals from diverse backgrounds and experiences to join our team.

SPECIFIC RESPONSIBILITIES:

Administrative Support:

- Assist in project coordination, including managing timelines, deadlines, and communication with contributors

Audio:

- Set up and operate audio recording equipment, including microphones, and headphones
- Conduct audio checks before each recording session to ensure optimal sound quality
- Monitor and adjust audio levels during recording to maintain consistency and clarity
- Edit and enhance recorded audio files, such as removing background noise and adjusting volume
- Upload edited audio files to various streaming platforms

Research:

- Conduct research in the collections of the Historical Society of Pennsylvania and the Library of Congress on 19th and 20th century Black history
- Use research findings to assist with scriptwriting for each episode
- Source relevant images, audio clips, and multimedia content to enhance the storytelling experience

Other:

- Participate in planning meetings with HSP staff, project advisor, and contributing guests
- Generate progress reports
- Other duties as assigned

REQUIREMENTS:

- Strong research skills and ability to gather information from diverse sources
- Demonstrated experience in audio recording and editing
- Proficiency in operating audio equipment and editing software
- Familiarity with podcast format; strong communication skills
- Ability to work collaboratively in a dynamic team environment
- High school diploma
- Successful completion of a criminal background check

DESIRED SKILLS:

- Background in history, African American studies, or a related field not required but preferred
- Experience with scriptwriting or podcasting

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STATUS: Part-time, Grant-Funded through April 2024

SCHEDULE: 22.5 Hours/Week

The position requires two days of onsite work at 1300 Locust Street in Philadelphia to be completed during [library hours](#). The remainder of hours may be completed remotely.

SALARY: \$20/Hour

To Apply: Please send as attachments a letter of interest, resume, and two professional references to the attention of the Programs and Communications Coordinator, Selena Bemak at sbemak@hsp.org. Include in the subject line: Podcast Project Assistant.

ABOUT THE ORGANIZATION:

The Historical Society of Pennsylvania (HSP), founded in 1824, is one of the nation's largest archives of historical documents. We are proud to serve as Philadelphia's Library of American History, with over 21 million manuscripts, books, and graphic images encompassing centuries of US history. HSP serves more than 4,000 on-site researchers annually and millions more around the globe who use its online resources. HSP is also a leading center for the documentation and study of ethnic communities and immigrant experiences in the 20th century, and one of the largest family history libraries in the country. Through educator workshops, research opportunities, public programs, and lectures throughout the year, we strive to make history relevant and exhilarating to all. For more information, visit hsp.org.

ABOUT THE PROJECT:

The Historical Society of Pennsylvania, with support for the Library of Congress (LOC), is seeking to pilot a podcast titled *Resurrecting Voices: The Philadelphia Black Experience*. Based on HSP's and LOC's collections, *Resurrecting Voices* will delve into significant events, influential figures, and untold stories that have shaped the Black community in Philadelphia during the 19th and 20th centuries. The podcast will also feature a genealogical component. The first episodes of the podcast are slated to be recorded in the fall of 2023 and will continue into 2024 against the backdrop of HSP's bicentennial anniversary.