TERMS OF REFERENCE

Cataloger/ Indexer – Palestinian Oral History Archive

Two positions for 12-Month full-time catalogers/indexers with the Palestinian Oral History Archive project at the Issam Fares Institute for Public Policy and International Affairs, starting September 2014.

Palestinian Oral History Archive at the American University of Beirut

The Issam Fares Institute for Public Policy and International Affairs (IFI), the American University of Beirut (AUB) Libraries, the Arab Resource Center for the Popular Arts (ARCPA/AL_JANA), and the Nakba Archive (NA) are partnering to produce the Palestinian Oral History Archive. The project aims to digitize, preserve and provide access to the two oral history collections produced by ARCPA/AL_JANA and Nakba Archive, in the hope to encourage scholarship about and access to these valuable testimonies.

Description

The position will primarily involve cataloging and indexing the existing Palestinian oral history collections, which consist of 800 interviews. Specific duties involve: listening to the interviews; analyzing the content of individual tapes; assigning subject and indexing terms from a pre-existing list of subjects and keywords in accordance with strict unified guidelines, and entering the descriptive metadata. The indexer will work under the supervision of the lead Data Analyst and the Project Manager who will oversee the indexing and data analysis processes in consultation with an executive committee of scholars, librarians and oral history experts. The position will also include participation in consultative meetings and events in support of the Project’s progress.

Principal Responsibilities:

The program is seeking to hire two full-time catalogers/indexers for a period of 12 months (starting September 2014).

The principal responsibilities of the cataloger/indexer will be to:

1. Input interview data into the system;
2. Listen thoroughly to the oral history interviews;
3. Analyze the content of the interviews included in the different collections paying close attention to the various themes, subjects and time periods covered;
4. Index the interviews using the indexing tools developed for the project;
5. Enter data into the appropriate software provided for indexing;
6. Assist the Lead Data Analyst and the Project Manager in planning and implementing consultative meetings and events with different stakeholders;
7. Keep records of all relevant documents;
8. Assist the lead data analyst and project manager in other relevant tasks as appropriate.

Qualifications:

1. BA or MA in Social Sciences, Library science, History or a relevant field.
2. Demonstrated knowledge of modern Palestinian history.
3. Excellent command of Arabic and English: spoken (classic and Levantine dialects), read and written.
4. Experience in library work or indexing is a plus.

Application Procedures:

Please send a CV, cover letter, writing samples in English and Arabic, and two recommendation letters (one academic required) to Lara Azzam at la89@aub.edu.lb by July 20, 2014 with the subject, “Cataloger/indexer – Oral History Project”.

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.