JOB ANNOUNCEMENT

Cataloger/ Indexer – Palestinian Oral History Archive

We are looking for a full-time cataloger/indexer (10 months) with the Palestinian Oral History Archive project at the Issam Fares Institute for Public Policy and International Affairs at the American University of Beirut, starting September 2015.

Palestinian Oral History Archive at the American University of Beirut

The Issam Fares Institute for Public Policy and International Affairs, the American University of Beirut 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 NA, 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 over 800 interviews. Specific duties involve: listening to the interviews; analyzing the content of individual interviews; 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 Project Coordinator who will oversee the indexing and data analysis processes in consultation with an executive committee of scholars, librarians and oral history experts.

Principal Responsibilities:

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

1. Input interview data into the system;
2. Listen to the interviews conducted;
3. Analyze the content of interviews from different collections covering different themes and time periods;
4. Index the interviews using the indexing tools developed by the project;
5. Assist the Project Coordinator in other relevant tasks.

Qualifications:

1. BA or MA in social sciences, library science, 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 is a plus.

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

**Application Procedures:**

Please send a CV, cover letter, writing samples in English and Arabic, and two recommendations (one academic required) to Manar Fleifel (mf80@aub.edu.lb) by **Monday August 31, 2015** with the subject, “Cataloger/indexer – Oral History Archive Project”.