

Volunteer Role Profile

Healey Motor Company Oral History Transcriber Warwickshire County Record Office

The archive of the Warwick Healey Motor Company is being catalogued and conserved at the Warwickshire County Record Office. With the help of a team of volunteers, oral history interviews with former employees and Healey owners and enthusiasts are being carried out. The project is supported by the Heritage Lottery Fund, the Arts Council and private donations.

Aim of the project

To capture people's personal memories of the company, and of key events in its history. These memories will help to bring the documents and photographs to life and add a new dimensions to the archive.

Purpose and responsibilities of the role

To transcribe the oral history interviews to make them accessible to everyone. Specifically:

- Transcribing oral history interviews in accordance with the project guidelines.
- Assisting with the downloading and copying of recordings when needed.
- Attend any relevant trainings and team meetings.
- Opportunity to assist with recording oral history interviews.

Where?

The transcription can be done at home using your own computer. The project is based at the Record Office in Warwick.

Time commitment?

Flexible although we would like you to transcribe at least two interviews.

What skills are needed?

- The ability and confidence to learn and use digital audio recording equipment
- Good computer and digital skills
- Attention to detail
- Sensitivity towards any personal information that may be disclosed and ability, if necessary, to maintain confidentiality
- Interest in the history of motor cars would be helpful

You will:

- have training for the role
- join a supportive and friendly team of staff and volunteers
- be part of an exciting project that will benefit anyone interested in the Healey Motor Company and the history of Warwick
- Learn about oral history interviewing techniques and archiving of digital records.

Additional notes:

Recruitment process	Registration form and informal interview
Character references	Please provide us with the name of one person you have known for at least one year, not a family member
Age restrictions	16 years and above
Disability access	The Record Office is fully accessible
Expenses	Mileage and parking to £10 per day with receipts
Induction and Training	A full training programme will be organised
Other	You will become a member of our Supporter scheme with a programme of events and other benefits
More Information	<p>Rachael Marsay, CRO Volunteer Projects Coordinator rachaelmarsay@warwickshire.gov.uk</p> <p>Sarah Hann, HCW Volunteer Coordinator sarahhann@warwickshire.gov.uk tel:(01926) 736422</p> <p>http://heritage.warwickshire.gov.uk/warwickshire-county-record-office/county-record-office-projects/warwick-healey-motor-company/</p>