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**JOB DESCRIPTION**  
**RESEARCH AND ORAL HISTORIAN**

REPORTS TO: Director of the *Getting Word* African American Oral History Project

**I. Job Purpose**

The role of the Research and Oral Historian is to collect, archive, and curate interviews for the *Getting Word* African American Oral History Project at the Thomas Jefferson Foundation, and to conduct research pertaining to descendants of Monticello's enslaved community as assigned by the Director. The Research and Oral Historian will engage diverse stakeholders in the project and play a critical role in Monticello's work to share an honest and inclusive history of the United States to guests online and virtually. The Research and Oral Historian will respond to research inquiries from descendants, Monticello staff, and the public; prepare talks, lectures, and articles about *Getting Word* for public and scholarly consumption; edit and prepare historical materials for the *Getting Word* website and exhibitions; and engage in the scholarly community to raise the visibility of *Getting Word* and the Foundation.

**II. Essential Functions**

- A. Collect and archive oral histories in collaboration with the Oral Historian and the Director to achieve the goals of the Mellon grant, "Next Generation *Getting Word*."
- B. Edit oral histories and update the *Getting Word* website with excerpts from oral history interviews. Ensure that *Getting Word* maintains high standards of audio and video production and equipment.
- C. As assigned, conduct research on descendants of Monticello's enslaved community that furthers the Project's knowledge of descendant family histories.
- D. Respond to and review research inquiries from descendants, the public, and staff. Support and advise Foundation departments on scholarship about oral history.
- E. Write occasional articles about *Getting Word* for public and scholarly consumption; edit and prepare updates for the website and other project communications;
- F. Present talks and lectures to Foundation staff, the public, and visiting groups as needed.
- G. Consult as requested on event content and creation for public programming and descendant and potential donor events.
- H. Collaborate with Marketing and Communications to contribute original onsite and digital content as needed.
- I. Collaborate with TJF leadership, external stakeholders, and consultants in

developing more inclusive interpretation and storytelling.

### **III. Knowledge, Skills and Abilities**

- A. Community-focused, collaborative professional with oral history training and experience.
- B. Knowledge of African American cultural history and historiography of the eighteenth, nineteenth, and twentieth century.
- C. Knowledge of Thomas Jefferson, his life, times, and legacy or a willingness to quickly develop such knowledge base.
- D. Familiarity with resources available for related research.
- E. Understanding of primary source research, both in archives and online, as well as appropriate documentation guidelines.
- F. Experience researching African American genealogy.
- G. Effective verbal and written communication skills.
- H. Excellent writing skills.
- I. Highly organized; exceptional time management skills; deadline-oriented; strong attention to detail.
- J. Ability to communicate effectively with diverse populations and audiences.
- K. Excellent computer skills.

### **IV. Physical Demands and Work Considerations**

Most of time will be spent sitting, either in front of computer or reading. May need to climb ladders when performing research. Monticello is located on a mountaintop and walking on uneven, rocky terrain is a normal occurrence. Office is located away from the mountaintop; travel to the mountaintop is required. Occasional night and weekend work. Other travel is also required for oral history collection, research trips, conferences, etc.

### **V. Education**

Master's Degree required.