

Hagley Museum and Library
Center for the History of Business, Technology, and Society – Oral History Office
Women in Enterprise Oral History Internship, 2026-2027 Academic Year

The Project

Hagley's Oral History Office manages a growing collection of interviews covering a range of topics, from daily life along the Brandywine River, to the history of synthetic textile production, to mushroom farming, medical imaging, and more. The *In Her Own Words: Women in Enterprise* oral history project began as a Hagley initiative in 2023. It focuses on filling an archival gap by compiling interviews from trailblazing women in business, labor, and technology. Many of these interviews need to be transcribed and indexed and have their metadata recorded to improve their accessibility for researchers.

The Internship

This 2026-2027 internship will focus on processing recent born-digital recordings of the *In Her Own Words* oral history interviews. The intern will listen to/watch the interviews in order to perform the following duties: proofreading the initial transcripts; creating timecode indexes, keywords, and subject headings for each audio file with Oral History Metadata Synchronizer (OHMS); and compiling additional metadata for use in researcher resource creation. Each interview, transcription, and index will be made available through the Hagley Digital Archives. Depending on the interview collection timeline, the intern may also join the Oral History Program Manager in interview preparation and sit in on new interviews.

Qualifications

The successful applicant will be an upperclassman undergraduate student or graduate student in the humanities. Experience in oral history practices and interview processing, such as interview research and OHMS oral history indexing, is preferred. General familiarity with metadata standards is also desirable.

Location

This position is eligible for hybrid work at the discretion of the Oral History Program Manager. Any onsite work will occur at the Hagley Museum and Library in Wilmington, DE.

Terms

This position will entail 400 hours of service (200 hours per semester) to be completed between 16 August 2026 and 14 May 2027. The rate is \$23 per hour. Applications will be reviewed starting 13 July until the internship is filled. Hagley Museum and Library is an equal opportunity and affirmative action employer. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.

For More Information

Benjamin Spohn, Oral History Program Manager | bspohn@Hagley.org | (302) 658-2400 x403

To Apply

Send a resume and cover letter describing interest, qualifications, and the names and contact information for three references to:

Erik P. Rau, Director, Library Services | erau@hagley.org | (302) 658-2400 x344