

## **Liberty Hall Historic Site Volunteer Job Descriptions 2010**

### **Transcription Volunteer**

Transcription volunteers work to digitize, transcribe, type, and catalog documents relating to the family of Senator John Brown, Liberty Hall, and the Orlando Brown House. Volunteers should be able to work at least 3 hours each week, without supervision. This job can be done from home. Transcription volunteers report to the Education & Volunteer Coordinator.

#### *Responsibilities*

- Visit repositories to make copies, scans, or transcriptions of originals, as assigned
- Scan original documents to make digital copies, as assigned (in Orlando Brown House office)
- Read original documents and type them, verbatim, into a Word document

#### *Skills*

- Interested in history
- Can read handwritten documents
- Computer literate
- Able to type
- Self motivated

#### *Requirements*

- Must be able to work at least 3 hours each week
- Have a computer at home, access to a computer, or able to come to the Orlando Brown House to work
- Are at least 16 years old
- A six month commitment