



Ohio Historical Records Advisory Board Archival Fellowship Description

Position Title: Ohio Historical Records Advisory Board (OHRAB) Archival Fellow

Position Description: This is an opportunity for graduate students with a concentration in public history or related field to gain practical experience while preserving and providing access to historically significant records. Under the direction of Robin Heise, Greene County Records Manager and Archivist, two fellowship recipients will develop a records survey form; make on-site visits to repositories and consult with local government records managers and archivists; inventory records, noting arrangement, physical condition and accessibility; develop a digital “story map” about the counties surveyed; and prepare interim and final project reports and publicity materials.

The fellowship project will be to locate and survey the manumission records held in county record repositories in eight counties in southwestern Ohio: Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland and Warren. In 1804, the Ohio General Assembly enacted the Ohio Black Codes, under which free blacks and mulattos were required to register at their local court. Due to the lack of documentation on African-Americans in the early to mid-nineteenth century, these manumission records are an important resource for genealogists. Each fellowship recipient will be responsible for surveying four of the counties and will make one or two trips to each county. The repositories will vary from county-to-county, but may include Probate Courts, Clerks of Courts, Records’ Offices, and local historical societies and libraries.

Length of Fellowship: The program will run June 15 to August 15, 2020. Each participant will spend approximately 100 hours total on the project.

Fellowship recipients will be responsible for attending two mandatory training sessions. Each of the training sessions will last approximately 4 hours. One training session will be an introduction to the project, including training on developing the story maps. The second session will be a meeting with local elected officials to learn more about their offices and records.

Ohio Historical Records Advisory Board
C/O Ohio History Connection State Archives
800 E. 17th Ave.
Columbus, Ohio 43211
614-297-2536
ohrab@ohiohistory.org



Ohio Historical Records Advisory Board Archival Fellowship Description

Stipend: Each fellowship recipient will receive a stipend of \$2,000, paid in two installments, and will be reimbursed for mileage (at \$0.52 a mile) for up to two surveying trips per county. **Please note:** Following submission and review of the interim project reports the paperwork will be initiated through the Ohio History Connection's Business Office to pay the recipients half of their stipends. Paperwork to pay the other half of the stipends will be submitted after receipt and review of the final reports and is contingent upon the successful completion of the project. Payment of the stipend and mileage reimbursement can be expected three to four weeks after the paperwork is submitted.

Qualifications:

- Must be enrolled as a graduate student with a concentration in public history or related field.
- Attention to detail and ability to follow directions.
- Excellent oral and written communication skills.
- Database management, familiarity with Microsoft Office applications.
- Physical dexterity and ability to lift 20-30lb boxes.
- Must possess a valid driver's license.

Ohio Historical Records Advisory Board
C/O Ohio History Connection State Archives
800 E. 17th Ave.
Columbus, Ohio 43211
614-297-2536
ohrab@ohiohistory.org