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 a graduate student in a public history program and library science program at an Ohio university or college to gain practical experience while preserving and providing access to historically significant records. Under the direction of Linda Swanson, Librarian for the Ohio Genealogical Society, the fellowship recipient will search for manumission records held in ten counties in southeastern Ohio: Athens, Fairfield, Gallia, Hocking, Jackson, Lawrence, Meigs, Morgan, Perry and Vinton. 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. The fellowship recipient's responsibilities include: developing a records survey form; conducting on-site visits to repositories and consulting with local government records managers and archivists; inventorying the records, noting arrangement, physical condition and accessibility; and preparing interim and final reports.

Length of Fellowship: The program will run May 18 to August 8, 2026. An interim report will be due June 22 and a final report will be due August 22. The participant will spend approximately 300 hours total on the project. The fellowship recipient will be responsible for attending a mandatory training session.

Stipend: The fellowship recipient will receive a stipend of $6,000, paid in two installments. **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 recipient half of the stipend. Paperwork to pay the other half of the stipend will be submitted after receipt and review of the final report and is contingent upon the successful completion of the project. Payment of the stipend can be expected three to four weeks after the paperwork is submitted. The fellowship recipient will be sent the necessary paperwork to complete for the stipend, including a W9 form that requires a tax ID number.

Qualifications:

- Must be enrolled as a graduate student at an Ohio university or college in a History Graduate Program, Public History Concentration, or a Library Science Program.
- 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.

Ohio Historical Records Advisory Board
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