

Proposal for Hosting Oral History Association Executive Office: Fact Sheet

Below are summarized Oral History Association's (OHA) current financial arrangements for its Executive Secretary and Executive Office and its anticipated future needs. Responding institutions should take into account cost of living differentials for their geographical location. Our current host institution, Dickinson College, is located in Carlisle, Pennsylvania, a relatively low-cost suburban area. OHA welcomes additional enhancements that a potential host institution might offer. It is also open to considering a variety of arrangements and anticipates a measure of flexibility in discussions with applicants.

STAFF

Current staff includes a part time Executive Secretary (ES) and occasional student assistants. The responsibilities of the ES include: budget development and financial management; coordination of OHA annual meeting; service to the Executive Council, standing committees, and membership; management of occasional publications, excluding the newsletter and the journal; coordination with Oxford University Press, publisher of the *Oral History Review*; as well as management of elections, the OHA website, and ongoing office affairs. The Executive Secretary currently has a 12-month, 2/3 staff appointment at Dickinson College, with an annual salary of \$48,500. OHA contributes \$30,950 and Dickinson College pays \$17,550 plus FICA. Currently, no other benefits are attached to the position.

OHA intends to hire an Executive Director (ED) and at least a 50% FTE, 12-month Program Associate. Initially, the OHA will contribute a total of \$40,000 annually to the salaries and benefits of both positions.

In addition to overseeing all current association operations, the Executive Director will have expanded responsibilities, including the development of special initiatives and fundraising. The ideal ED will have earned an advanced degree in a field related to oral history, have experience with oral history, and possess demonstrated administrative, program management, and fundraising abilities. The Executive Director will be hired by an open national search, with the participation of the host institution. Candidates affiliated with the host institution are welcome to apply.

The Program Associate, to be hired by the ED, will have strong administrative, accounting, and communication skills and will work together with the ED to accomplish the association's business. In addition to the above, the OHA would like to develop stronger undergraduate and graduate student involvement in the work of the Executive Office through internships and other professional development opportunities.

WORK SPACE AND EQUIPMENT

The current Executive Office is located in a large office within Dickinson College's Community Studies Center. The college provides furniture, including desks, chairs,

filing cabinet, bookshelves, and use of a dedicated phone line with voice mail, a computer, and appropriate business software. In addition, the college provides access to fax and photocopy machines with appropriate charge back for usage, and access to a laser printer. OHA pays for toner and paper. The College provides use of a dedicated mailbox and bulk mailing facilities with postage on a cost-reimbursement basis.

OHA seeks appropriate accommodation and resources in the new host institution consisting of: furnished and maintained office space adequate for at least two OHA staff persons, and one student intern; storage space; three computer workstations and appropriate software, photocopier and fax access, voice and data lines, and Internet access. In addition, it is expected that the institution will replace the Executive Director's, Program Associate's, and intern's computers on a regular life cycle schedule with the best available replacement. The host institution will provide software installations, updates, and other technical services and support.