**Proposal for Hosting the Oral History Association Executive Office:**

**Fact Sheet**

Below are summarized the Oral History Association’s (OHA) current job descriptions and institutional and financial arrangements for its Executive Director, Program Associate, and Executive Office, as well as its anticipated future needs. The OHA is also open to considering a variety of arrangements and anticipates a measure of flexibility in discussions with applicants. Applicant institutions should take into account cost of living differentials for their geographic location. The OHA welcomes additional enhancements that a potential host institution might offer.

**STAFF**

Current staff includes a full time Executive Director (ED), a part time Program Associate (PA), and two graduate student assistants.

**The Executive Director**

The Oral History Association's Executive Director (ED) is a full-time executive position. The ED reports to the Council and sits ex-officio on the Council and all the OHA committees. The ED also works with the Officers and the Council to set and implement association priorities and initiatives, broadly defined as those activities that sustain and develop the association and further the practice of oral history nationally and internationally. These are codified in the association’s ongoing strategic plan. The ED represents the public face of the association, advancing its presence in diverse professional, scholarly, and community arenas.

The ED oversees all association operations, with primary responsibility for budget development and financial management, strategic planning, special projects, fundraising, and development. S/he works with the Vice President/President Elect to oversee all aspects of the annual meeting; and with the President to coordinate the semi-annual Council meetings, make committee appointments, and assist with presidential initiatives. Additionally, s/he works with committee chairs to ensure implementation of committee charges; provides service to the membership; and oversees management of the OHA membership and publications, including development and maintenance of the association’s website. The ED recruits and supervises all office staff, guarantees the smooth operation of the office, and works collaboratively with the host institution to foster a mutually beneficial relationship.

It is expected that the ED will have an advanced degree in a field related to oral history, programmatic vision and experience with oral history, and demonstrated leadership, management, communication, and fundraising abilities.

**The Program Associate**

The Program Associate (PA) is a 12-month, half-time (24 hours a week) administrative position. The PA reports to the OHA ED and is responsible for assisting in developing, implementing, and monitoring the strategic and annual operating plans in line with the association’s goals, objectives, and long-range plans. The responsibilities of the PA include: budget development and financial management; membership management; coordination of the OHA’s annual meeting; service to the Council, standing committees, and membership; coordination with Oxford University Press, publisher of the *Oral History Review;* oversight of the distribution and assistance with the production of publications;and management of elections, the OHA website, and ongoing office affairs. The Program Associate, to be hired by the ED, will have strong administrative, accounting, and communication skills.

**Graduate Student Assistants**

Graduate Student Assistants assist the ED and Program Associate on a variety of tasks and projects, including the association website, the association’s social media presence, and other activities as defined.

**RESOURCES**

**Budget and Personnel**

According to the terms of the current contract, the OHA executive office staff are employees of Georgia State University (GSU). All funds contributed by GSU are located within the History Department’s budget lines for personnel, travel, and supplies. Evaluation of the ED is conducted by the OHA and the History Department, as the ED’s OHA responsibilities constitute the ED’s faculty service obligations.

The OHA’s contribution is $40,000, paid annually to GSU as a grant, with the ED serving as the Principal Investigator. The OHA’s funds are applied partially as a buyout of a percentage of faculty time for the ED and partially as a portion of the PA’s salary.

The History Department pays the remainder of the ED’s salary and benefits; the remainder of the PA’s salary and benefits; salary for two graduate assistants ($6500 each, plus tuition), and $5000 for ED travel money.At the onset of the contract, the total salary and benefits for the ED approximated $78,000 and for the PA $31,000.

The OHA is prepared to modestly increase its overall contribution under the terms of a new contract.

**Workspace**

GSU provides the OHA with furnished office space and storage and four computer workstations and appropriate software, as well as photocopier/fax/internet access, voice/data lines, regular computer maintenance/replacement, software installations/updates, and technical support.

**Programming**

Coinciding with the duration of the contract, the GSU College of Education provides a 5-year commitment of $1500 per year to support special OHA programming. The Georgia Humanities Council supplements this support with additional funding to leverage and enhance the OHA’s presence in the region.