



Caldwell's Nurseries Oral History Project

Volunteer Role Description

Role title	Caldwell's Nurseries Project - Oral History Volunteer
Role summary	For volunteers to record oral history about the nurseries from the family, nursery staff and customers, creating a record of the final years of a family run plant nursery.
Principal tasks involved in the role	<ul style="list-style-type: none"> • Plan and prepare for interviews • Undertake structured interviews with Caldwell family members, nursery staff and customers • Prepare a brief site report of the interview and summaries
Useful skills for undertaking the role	<ul style="list-style-type: none"> • An interest in people • Ability to listen • Ability to plan and work independently • Some knowledge and interest in plants and gardens
Desirable but not essential skills	<ul style="list-style-type: none"> • Ability to drive • Computer and internet access • Use of a digital camera
What the role will actually involve	<ul style="list-style-type: none"> • Organising time to undertake volunteer activities • Attendance at a one day training session led by an accredited oral history trainer • Plan, prepare and make arrangements for a minimum of 2 interviews • Record interviews • Prepare a brief site report of the interview (location, conditions etc) • Make a full interview summary • Arrange for handover of completed documentation • Liaise with other volunteers regarding transfer of recording equipment • Liaise with the project coordinator as required • Attend interim and final feedback meetings
Duration of the project	It is envisaged that the oral history recordings and summaries will be undertaken spring to early autumn 2011 and this stage of the project completed by December 2011.
Contact details and support provided	<p>.....is the Oral History project coordinator. Contact: email.....Tel:</p> <p>She /he will be the first point of contact:</p> <ul style="list-style-type: none"> • For any queries • Will send introductory letters to interviewees • Liaise with Cheshire Archives and Local Studies regarding the borrowing of recording equipment and storage of recordings