

Job Title: Birmingham Queer Archive: Oral Histories Assistant
Interviewers x 2

Location: Birmingham LGBT Centre, 151 Hurst St, Birmingham B5 6EW

Fixed Contract: £3,900 (1 day/week @ £150/day, 26 weeks)

Job Type: Freelance contract, beginning May 2026

Background

Birmingham LGBT delivers a range of services to the LGBTQ+ community in Birmingham and the West Midlands, including trans services, wellbeing support, counselling, sexual health promotion, youth work, older people's support, arts and domestic violence (IDVA) services. We are based at Birmingham LGBT Centre, the first LGBT Health and Wellbeing Centre in England and Wales.

The Birmingham Queer Archive will tell the story of Birmingham's LGBTQ+ heritage from the 1960s to the present day paying particular emphasis to the previously overlooked accounts of women, Global Majority, trans and non-binary voices.

We will present new and refreshed oral histories alongside ephemera and images from Birmingham's queer social history, presenting the new collection through an accessible and intersectional lens, hosted on an online interactive archive which will be explored through expert talks and a long-term public exhibition.

Birmingham Queer Archive would actively encourage applications from people underrepresented in the heritage, cultural, and creative sector. This includes people who are racialised, those who identify as, (d)Deaf, disabled and/or neurodiverse, trans and non-binary, and those who are care experienced.

Job Description

We are now looking for two assistant oral histories interviewers to support LGBTQ+ people from a diverse range of backgrounds to share their stories.

Responsibilities include:

Operational

- Record oral history interviews with a range of people from diverse backgrounds, ensuring a comfortable and supportive environment for participants
- Assist and shadow the Lead Interviewer in key complex interviews.
- Summarise and, where appropriate, note key metadata and transcribe excerpts of recordings ready for cataloguing, tagging and archiving
- Record interviews to a high standard, taking the lead on both recording processes and content to ensure the quality of both.
- Guiding conversations to ensure interviews contain engaging and relevant content suitable for use in the project.
- Provide emotional support to participants, ensuring they are aware of available resources if the interview process is triggering.

Communication

- Regular reporting into the Lead Interviewer to fulfil the administrative needs of the project, including when arranging interview time and locations.
- Communication with the Project Producer to fulfil monitoring, evaluation and reporting requirements, including data collection and regular progress updates.
- Tracking relevant project expenses as agreed with Project Producer.

Training & Compliance

- Attend 2 sessions of OHS oral history training covering introduction to oral history training and data protection legislation, as well as mental health first aider training.
- Work to agreed Oral History Society guidelines.
- Maintaining high standards of data protection and digital security.
- Manage documentation and permissions to ensure compliant recordings.
- Adhering to relevant policies (Safeguarding, Health & Safety, Privacy (data) and Equality, Diversity & Inclusion).

Expected Outputs

- After a period of training and shadowing, independently record and process approximately 15 short (30min) oral history interviews to contribute to the archive.

Person Specification

We welcome applicants who have the following:

Essential

- Strong communication and interpersonal skills. Ability to make people from a range of different backgrounds feel comfortable and confident being recorded and sharing their own experiences.
- Close familiarity with Birmingham's LGBTQ+ communities.
- Either based in Birmingham or willing to travel regularly to record the majority of interviews in the area.
- Patience, attention to detail, and care for participants.
- Ability to maintain confidentiality and handle sensitive information with care.
- Basic computer skills, including some familiarity with audio recording equipment.
- Empathy and sensitivity to issues around gender, sexuality, mental health and discrimination.

Desirable

- Experience recording interviews to be shared publicly e.g. oral histories, podcasts, radio interviews.
- Confident in the use of professional-standard audio recording equipment.

Who you will be working with:

Project Manager: Phoebe Rose Gilmore (they/them)

Phoebe is a full-time queer and die-hard brummie who has a background in archaeology and events.

Project Curator & Marketing Lead: Lacey McFadyen (she/her)

Lacey is Birmingham's premier marketing babe, femme pride champion, and pussycat lover.

Oral Histories Lead: To be recruited.

How To Apply

Submit the following to shoutfestival@blgbt.org:

- an up-to-date CV – this can be in the form of a link to a website or LinkedIn if it saves you time
- a covering letter of no longer than two sides of A4 or video/voice note of no longer than 5 minutes
- Equal Opportunities Monitoring Form

You must submit all three to be eligible for the role. We will not penalise applications that are a few minutes late but please be respectful of other applicants by not submitting applications hours or days later.

Deadline: April 6th 10am

Please send any queries to the same email address. If you require any information in a different format, please let us know.

Interviews expected to take place w/c 20th April 2026

We will be sending interview questions in advance.