

Job Title: Birmingham Queer Archive: Oral Histories Lead Interviewer

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

Fixed Contract: £9,000 (Effective 1 day/week, £300/day, 30 weeks)

Job Type: Freelance contract, beginning April 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 someone experienced in supporting LGBTQ+ people from a diverse range of backgrounds to share their stories to lead our small team of oral histories interviewers.

Responsibilities include:

Operational

- Supporting and guiding initial project planning and approaches, working closely with the Project Curator/Producers
- Recording oral history interviews with a range of LGBTQ+ people from diverse backgrounds, ensuring a comfortable and supportive environment for participants

- Summarise and, where appropriate, note key metadata and transcribe excerpts of recordings ready for cataloguing, tagging and archiving
- Guiding conversations to ensure interviews contain engaging and relevant content suitable for use in the project.
- Manage documentation and permissions to ensure compliant recordings.
- Provide emotional support to participants, ensuring they are aware of available resources if the interview process is triggering.

Communication & Management

- Communication with the Project Producer 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.
- Managing the work activity of two trainee interviewers, setting tasks, reviewing progress to ensure quality and relevancy of content, supporting and advising where necessary.
- Provide development opportunities for the trainees where appropriate, for example, allowing them to shadow interviews.
- Tracking relevant project expenses as agreed with Project Producer.
- Attend monthly project meetings and adhere to reporting and check-in requirements.

Training & Compliance

- Attend 3 sessions of oral history training covering advanced oral history training, archival management 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.
- Adhering to relevant policies (Safeguarding, Health & Safety, Privacy (data) and Equality, Diversity & Inclusion).

Expected Outputs

- Record and process approximately 30 short (30min) oral history interviews with support from two assistant interviewers – after initial training and shadowing, the assistants will be independently recording interviews to add to this total.

Person Specification

We welcome applicants who have the following:

Essential

- Experience recording interviews to be shared publicly e.g. oral histories, podcasts, radio interviews.
- Ability to make people from a range of different backgrounds feel comfortable and confident being recorded and sharing their own experiences.
- Ability to record interviews to a high standard, taking the lead on both recording processes and content to ensure the quality of both.
- Either based in Birmingham or willing to travel regularly to record the majority of interviews in the area.
- Empathy and sensitivity to issues around gender, sexuality, mental health and discrimination.
- Confident in the use of professional-standard audio recording equipment.
- Patience, attention to detail, and care for participants.

Desirable

- Experience of line management, or similar experience supporting people to work towards a shared outcome.

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 Assistants x2: 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 13th April 2026

We will be sending interview questions in advance.