

**CONTRACT POSITION: Transcriber for the Black Seaweed Ethnography****INFORMATION**

Department:	Culture & History
Location of Work:	Virtual
Application Deadline:	Applications will be accepted and processed on a rolling basis.

**OVERVIEW OF TASK/WORK**

Sealaska Heritage Institute (SHI) is seeking individuals to serve as transcribers for the Black Seaweed Ethnography Project to support ongoing research efforts. This role involves transcribing recordings of community meetings, interviews, and field observations, and assisting with the management of associated metadata. These positions provide an opportunity to gain experience in ethnographic research and contribute to meaningful cultural preservation work.

**SCOPE OF WORK**

1. Transcription: Transcribe recorded events, including community meetings, interviews, and field harvests.
2. Quality Control: Review transcripts generated by other team members.
3. Data Management: Create or update metadata for recordings.
4. Project Tracking: Assist with maintaining document tracking systems.
5. Language Identification: Identify and flag segments containing Tlingit, Haida, or Tsimshian words. While SHI's language team is available to assist with these sections, transcribers are responsible for ensuring they are properly noted for review.

**REQUIRED SKILLS**

- Detail-oriented: High level of accuracy in transcription and formatting.
- Technical: Access to a computer with reliable headphones or speakers.
- Software: Proficiency in MS Word/Google Docs and MS Excel/Google Sheets.
- Reliability: Ability to meet deadlines and work independently.

**PROJECT/CONTRACTOR TIMELINE**

The project is currently scheduled to conclude September 30, 2027. SHI will offer several short-term contracts over the next two years. Initially, multiple 20-hour contracts will be awarded with a six-week deadline. Contracts may be renewed or extended based on availability and performance. Hours and contract lengths are negotiable.

## NECESSARY KNOWLEDGE & EXPERIENCE

- Age: Must be at least 18 years old.
- Knowledge: No prior ethnographic knowledge is required; project context will be provided.
- Preferred: A basic understanding of Tlingit, Haida, or Tsimshian—particularly common introductions—is highly valued but not required.

**To Apply:** Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: a short statement describing your interest in this role, let us know when you are available for this work, outline of your experience as it relates to this work.

If you have any questions regarding this contract position, please contact Kelly Monteleone, Underwater Anthropologist – [kelly.monteleone@sealaskaheritage.com](mailto:kelly.monteleone@sealaskaheritage.com)

