Podcast transcription volunteer

We are looking for volunteers to transcribe our podcast recordings. Transcription allows many people to follow along with what is being said on a podcast even if they have trouble hearing,or technology that makes listening difficult. It also makes it easy for listeners to jump forward to the part they want to listen to. This professional podcasting article sums it up: <https://bellocollective.com/the-podcasters-guide-to-transcribing-audio-2121f9e7992f>

**Duties and Responsibilities**

Transcriber will need:

* Computer
* Microsoft Word or some other writing software
* Wifi, internet, knowledge of email and how to attach files
* Ability to listen, pause, take notes about podcast recordings

Find podcasts here: (link to location on our website) 

Once you are assigned a podcast, you will type up the podcast based on a style guide, including timecode and dialog. Save the Word document and send it to (our librarian) who will copy the text and put it on our website and link it to the podcast feed so people can read along when they listen.

You will also be responsible for logging your volunteer hours into the library’s database.

**Time Requirements**

Transcribing a podcast can take 2 to 3 times the length of the podcast.  Most of our recordings are between 20-30 minutes, so it is likely an average transcription will take 90 minutes, with a goal of transcribing 1-2 recordings per month. Depending on which podcast series you work on, this project is expected to last from 9-12 months.

**Location** Can be done at home 

**Skills & Qualifications**

Computer and word processing skills, attention to detail and ability to follow directions. Ability to sit for 90 minutes and type while listening to a recording.

**Training**

Minimal training required.  Email and style guide should provide most instruction.

**Supervision & Support**

(librarian contact info) is willing to chat by Zoom and by phone for help as needed.