RFP 2: Research Assistant - Re-Connecting the Twin Cities Oral History Project 2025

Issued by: Our Streets MN
Project Name: Re-Connecting the Twin Cities Oral History Project 2025
Funded by: Legacy Grant through the Minnesota Historical and Cultural Heritage Program

Project Overview

Our Streets MN is seeking a Research Assistant to support the *Re-Connecting the Twin Cities Oral History Project 2025*. This project will document oral histories of residents along St. Paul's I-94 corridor, focusing on their experiences during and after the interstate's construction through the present day.

The Research Assistant will work as a contractor for 100 hours between March and November 2025 at $25/hour.

Scope of Work

The Research Assistant will:

1. Assist in scheduling individual and group interviews in collaboration with Our Streets staff.
2. Coordinate logistics with the filmmaker to ensure smooth operations during filming.
3. Proof and edit transcriptions using otter.ai, ensuring accuracy for archival purposes.
4. Support research tasks, including identifying historical resources in online databases.
5. Communicate effectively with project team members to ensure timely task completion.

Minimum Qualifications

- Proficiency in word processors and Google Drive applications.
- Basic knowledge of audio processing tools.
- Attention to detail and ability to proof and edit transcriptions.
- Good communication skills for scheduling and coordinating interviews.
- Reliable computer and internet access.

Preferred Qualifications

- Experience with historical research methods and familiarity with oral history techiniques.
- Copy-editing and/or transcribing experience.
- Familiarity with neighborhoods along the I-94 corridor in St. Paul.

Proposal Submission Requirements

Please include:

1. **Cover Letter:** Highlight relevant experience and interest in the project.
2. **Resume or CV:** Emphasize transcription, copy writing, research, and scheduling experience.

3. **References:** Provide two professional references.

Evaluation Criteria

Proposals will be scored based on the following criteria (100 points total):

1. **Relevant Experience (50 points):** Demonstrated success in transcription, scheduling, and research tasks.
2. **Attention to Detail (30 points):** Examples of work that showcase proofreading and editing skills.
3. **Local Knowledge (10 points):** Familiarity with project neighborhoods.
4. **Communication Skills (10 points):** Clear and effective communication as evidenced in the cover letter and references.

Submission Deadline

Submit proposals via email to [email] by **February 15, 2025**.