



PIONEER HISTORIES PROJECT

2018

Interview Training Guide

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Pioneer Histories Project Purpose

- The activists of the second wave feminist movement changed the world
- Some stories have never been told
- Our goal is to create as complete a history as possible
- Today and future generations need to know how things were for women in 1965 – and how we made a difference

Thank You For Being Part of This Important Project

What You Will Need

- Forms
 - ▣ Interview questions
 - ▣ Biography form
 - ▣ Consent form

- Equipment
 - ▣ Video
 - Smart phone / ipad

 - ▣ Audio
 - Freeconferencecall.com information
 - 1-605-475-5950

Pre-Interview

- Understand the goal
- Once the date/time is set - send the interviewee and have them send back a few days before your interview
 - ▣ Interview Questions – *to be used as a reminder/guide for the interview*
 - ▣ Biography Form – *to use as a helpful reminder of important names, dates, etc.*
 - ▣ Consent Form – *allows permission to post the interview, transcript, photos on the VFA website*

Setting Up

- Audio
 - Send the dial-in number to the interviewee
 - Don't forget to set the call for "record"
 - Remind interviewee to turn off land line or cell so phone doesn't ring – close windows
- Video
 - Practice using the device before the interview
 - Be sure your equipment works
 - Turn on airplane mode on your device so you have no interruptions
 - Turn off land lines so phone doesn't ring – close windows
 - Play back one minute to be sure there are no background noises
 - Sit in a comfortable area – not in front of windows

During the Interview

- Position microphone (if using an external mic) so you can clearly record both your interviewees voice and your own
- Try to eliminate or minimize any loud background noises, such as radio or television
- Turn your cell phone to airplane mode if you are using your phone to record
- Always run a test before you begin
- Record about a minute of conversation and then play it back
- Don't turn the device on and off while the interview is in progress - you may miss important information
 - ▣ We can always edit
- Be sensitive to the needs of your subject - fatigue

Interview Wrap-Up

- After the interview, be sure you have collected any written documents
 - ▣ Biography Form
 - ▣ Consent Form (you may receive this after the interviewee has had an opportunity to approve)
- This is a great time to ask for a photo
 - ▣ Current and from back in the day
- Let them know what happens next
 - ▣ You will be forwarding the interview on to the VFA Pioneer Histories Project Team

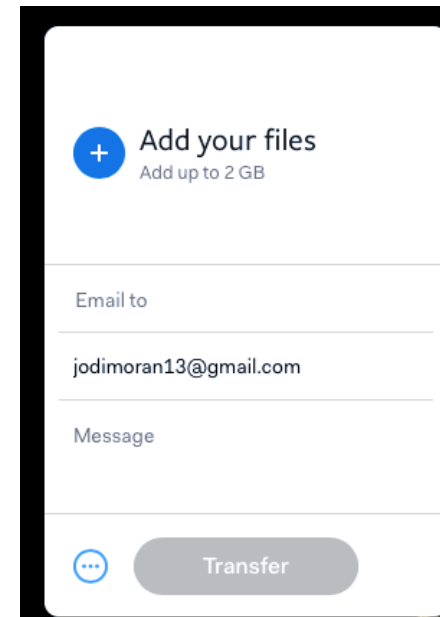
After the Interview

- Forward the interview to the VFA Coordinator Jodi Moran
 - jodimoran13@gmail.com

- Video Option 1
 - Go to www.Wetransfer.com
 - Simply add your file for free
 - Email to jodimoran13@gmail.com
 - Add the name of your interviewee in the message

- Video Option 2
 - YouTube – send your link to jodimoran13@gmail.com

- Audio – simply forward the “ready for download” email from Freeconferencecall.com to jodimoran13@gmail.com



We Make the Magic

- Once the Team has all of the information we will create a link to the subjects test page. It will include:
 - Interview
 - Title
 - Description
 - Photos
 - Transcript of the interview
 - More About the interviewee

After the Magic

- The VFA will send a link for you to share with the interviewee (*example on next slide*)
 - ▣ Ask them to review for accuracy and approval
 - ▣ Ask if they would like to add additional information
 - Their papers
 - Personal website
 - Photos (one or two)

Completed Interview Sample

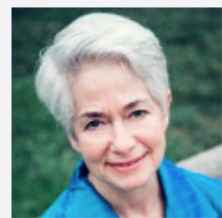
THE VFA PIONEER HISTORIES PROJECT

Heather Booth

“If We Organize, We Can Change the World”

Midwest Academy. Chicago Women’s Liberation Union. “Jane” abortion service. Childcare. Film: “Heather Booth: Changing the World.” VFA Board.

Interviewed by her grandson, Henry Booth



[Read the Transcript](#)

More About Heather:

- [Wikipedia](#)
- Heather Booth, from *She's Beautiful When She's Angry*, by Mary Dore
- [TEDx Talks – “If We Organize, We Can Change the World,” by Heather Booth](#)
- [Heather Booth, “Changing The World,” Trailer](#)

After Approval

- ▣ Please reach out to your contact with the updated link including requested updates
 - Encourage them to go to www.veteranfeministsofamerica.org and sign-up to our mailing list – that is how they will be notified when their page is live
 - Ask them to use their own social media platforms to promote our project
 - Thank you again for being part of this exciting project and to help historians and generations to come understand the impact of our 2nd Wave Feminists

Helpful Hints

- Interviews can be up to 1 hour
- Use an external microphone for better sound quality
 - ▣ Audio and video
- Test your equipment beforehand
- Practice using your equipment
- Make yourself a personal checklist before, during and after interview

Helpful Hints

- Confirm your interview a few days in advance
 - ▣ Remind your subject to send bio form in advance and to review questions
 - ▣ Ask them to jot down specific dates/people and places
- Interview in a quiet place
- Listen for a moment – do you hear the dog – is a window open
- Be sure interviewee understands the purpose of the interview and how you intend to use it. This is not a private conversation.

Helpful Hints

- Begin each recording with a statement of who, what, when and where you are interviewing.
- Listen actively and intently.
- Speak one at a time.
- Allow silence. Give the interviewee time to think.
- Ask one question at a time.
- Limit interviews to up to an hour, depending on the fatigue level of your interviewee.