



# PIONEER HISTORIES PROJECT

2022

Interview Guide

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  - ❑ Kathy Rand, Pioneer Histories Project Co-Chair- [ksrand@icloud.com](mailto:ksrand@icloud.com)
  - ❑ Mary Jean Collins, Pioneer Histories Project Co-Chair- [maryjeandc@gmail.com](mailto:maryjeandc@gmail.com)
  - ❑ Jodi Moran, Pioneer Histories Project Coordinator - [jodimoran13@gmail.com](mailto:jodimoran13@gmail.com)
  - ❑ Kristina Joukhadar, Webmaster - [kjoukhad@optonline.net](mailto:kjoukhad@optonline.net)

# Pioneer Histories Project Overview

- 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
- Young women 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 (*found in the addendum for reference - should be sent as a separate attachment*)
  - ▣ Interview questions
  - ▣ Biography form
  - ▣ Consent form
  - ▣ Zoom helpful hints
  
- Equipment
  - ▣ Video
    - Smart phone, iPad or computer
    - Possibly small external microphone and/or tripod to hold phone
  
  - ▣ Audio only
    - FreeConference.com access or Zoom

# Pre-Interview

- In advance, forward the interviewee the following documents
  - ▣ Interview Questions – *so subject knows in advance what to expect and can prepare*
  - ▣ Biography Form – *should be filled out and returned to you in advance of the interview; completing it will help your subject remember the past - dates, names, places etc.; it will also help you understand your subject and conduct a better, more informed interview*
  - ▣ Consent Form – *provides permission to post the interview, transcript, photos on the VFA website*
- Have an advance conversation with the subject to clarify the goal, procedure and content

# Set Up for Audio Interview

## □ Audio

- ▣ Phone Interview - reach out to Kathy Rand at [ksrand@icloud.com](mailto:ksrand@icloud.com) to let her know when you will be conducting your phone interview (date and time); give her your email address and that of your subject
  - She will set up the call and provide you and your subject with the toll free phone number and access code using [freeconference.com](http://freeconference.com).
  - Call the subject directly right before you use the dial-in to remind them to turn down land line, put cell on airplane mode, close the windows and put any pets in a quiet area; best to get details out of the way before the formal interview is recorded

# Set Up for Video Interview

## □ Video / Zoom

- ▣ Practice using the device before the interview begins
  - Be sure your equipment works
  - Set up external mic and stand for phone if you have them
  - 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
  - Try for an attractive backdrop

# During the Interview

- Position phone (external mic and/or a phone tripod stand) so you can clearly record both your interviewee's voice and your own
- Try to eliminate or minimize any loud background noises, such as radio, television, animals
- 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
- If a phone rings during the interview – let it ring, just sit silent
  - ▣ 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 and consent form (*you may receive consent form 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
  - ▣ You will send them a test link for approval
- Ask them if they can think of anyone else we should invite to join the project – and collect their contact information and send to the VFA Team

# After the Interview

- Forward the interview to the project Coordinator Jodi Moran

- [jodimoran13@gmail.com](mailto:jodimoran13@gmail.com)

- Video Option 1

- Go to

- <https://jmoran.wetransfer.com>

- Add the file

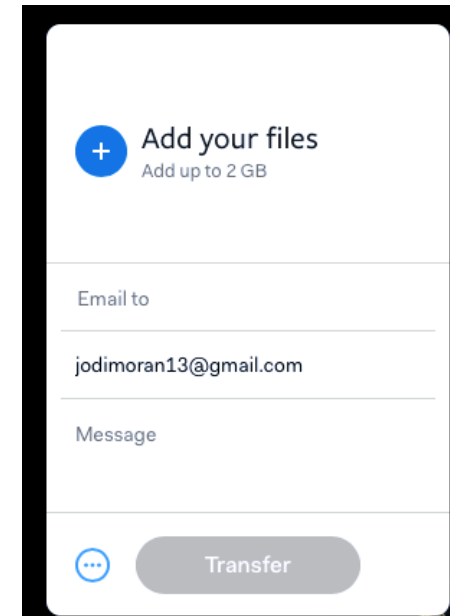
- Add the name of your interviewee in the message

- Video Option 2

- YouTube – send your link to

- [jodimoran13@gmail.com](mailto:jodimoran13@gmail.com)

- Audio – when using FreeConference.com, you don't have to do a thing. The VFA team will receive the link with the interview within minutes of your hanging up the phone!



# We Make the Magic

- Once the Team has all the information, we will create the subject's 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 to the page 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
    - Location of their papers
    - Personal website
    - Photos (one or two)
    - Additional media (past interviews they have done, films)

# Completed Interview Sample

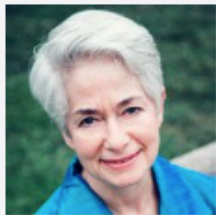
## THE VFA PIONEER HISTORIES PROJECT

### 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 join VFA; go to the site [www.veteranfeministsofamerica.org](http://www.veteranfeministsofamerica.org) to be added to the mailing list. They will see their own page on the site when it is live.
  - Ask them to use their own social media platforms to promote our project
- Encourage them to send any memorabilia to the New York Historical Society (*details on the next slide*)

# VFA & The New York Historical Society

- The VFA plays a vital role in the work of the NYHS Women's History Center as a principal resource – please consider contributing artifacts - forward the link below to your subjects for all information on how to share
- <http://www.veteranfeministsofamerica.org/contribute-artifacts/>

# Helpful Hints

- Interviews shorter than one hour are preferred
- Use an external microphone and/or phone tripod holder for better sound quality and to keep the phone steady
- Inexpensive external microphone and phone tripod stands can be found on Amazon.com
- Test your equipment beforehand
- Practice using your equipment
- Set up video so your subject is looking at you
- Make yourself a personal checklist before, during and after interview



# Addendum – Interview Questions

## Example

### **VFA Pioneer Histories Project – Interview Questions**

- Name
- When and where were you born?
- What is your family background (Include ethnic background)?
- What was your life like before you got involved in the women's movement?
- How did you get involved in the movement?
- What year was that?
- Where and when were you active in the women's movement?
- What was your involvement? What organization, if any? What was your role(s)?
- What issues were of greatest concern to you?
- What were your major accomplishments - personally and that you were involved with?
- What were your most memorable and important experiences?
- How has your involvement in the movement affected your later life (personally and professionally)?
- Have you been involved as an activist in the women's movement or other areas since your Second Wave experience?
- Are you currently involved as an activist?
- Anything else relevant we haven't covered?

# Addendum – Biography Form Example

## Veteran Feminists of America – Pioneer Histories Project Documenting the Second Wave Women's Movement

### **Biographical Information**

Name \_\_\_\_\_  
First Middle Last Maiden Alternate Name

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_  
City State Zip

Telephone \_\_\_\_\_  
Home Cell

Email \_\_\_\_\_ Other Contact Info \_\_\_\_\_

### **Activism:**

How did you first become involved in the women's movement?

What were the earliest issues/actions/organizations you were involved with?

What organizations/Issues have you been active in (along with your role and dates involved)?

What is the most important thing historians should know about you and your activism?

Are you currently involved as an activist? If so, please describe.

Other Information (Other interviews you have done in the past, location of your papers, other people who should be interviewed)

### **Background Information**

Birth year \_\_\_\_\_ Place of Birth \_\_\_\_\_

Where did you grow up? \_\_\_\_\_

Cultural Background (Include class, race/ethnicity and religion if applicable.)

\_\_\_\_\_

Gender/Sexual Identification \_\_\_\_\_

Educational Background (List schools/dates/degrees and courses of study if applicable)

Work Experiences (List dates and primary responsibilities)

Family/Children (If you have children, please list their names and year of birth)

# Addendum – Consent Form Example

## **Veteran Feminists of America Pioneer Histories Project**

Informed consent and copyright permission  
for oral history interviews, images and personal documents

*Please print*

Participant's \_\_\_\_\_

Mailing address, \_\_\_\_\_

City/state/zip \_\_\_\_\_

Home and Cell Phones \_\_\_\_\_

Email address: \_\_\_\_\_

I voluntarily agree to be interviewed for this historical study of the experiences of activists from the Second Wave women's movement. I understand that the following items may be created from my interview and may be edited by VFA solely at its unreviewable discretion:

- An audio and/or video recording
- Transcript and summary
- A photograph of me
- Copies of any personal documents or additional photos that I wish to share

I understand that my interview (and other items above) may be distributed publicly by VFA throughout the world, in whole or in part, including in all formats now known or later developed, such as print, audio and visual media, public programming and posting on the Internet. VFA will own the Copyright on the program recording and transcript and derivatives therefrom.

As consideration for including me in this project, the consent herein, and other valuable consideration, I also recognize that I do not have post-interview approval or editing rights. Any and all prior understandings and agreements concerning this matter are merged herein. I agree that the interviewer may not vary the terms hereof.

My consent is irrevocable and extends to VFA, its successors, assigns and licensees and expressly includes the right to use my name, photograph, likeness, voice, statements and professional biography.

Permission is hereby granted:

\_\_\_\_\_  
Participant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer phone

\_\_\_\_\_  
Interviewer email

Sign TWO copies: one for participant, one for VFA

Comments/notes:

Contact: [oralhistory@veteranfeministsofamerica.org](mailto:oralhistory@veteranfeministsofamerica.org)

# Thank you!



- Thank you again for being part of this exciting project and helping historians and future generations understand the impact of Second Wave Feminism.