

Newton Talks

Interviewing Roles & Procedures

Thank you for your participation in *Newton Talks*, an oral history project of the City of Newton. Many people are involved in this project, but only a few key individuals play a direct role in each interview. Be sure you know what to expect and how to fill your role to the best of your ability.

Roles



Participant (Veteran)

Shares his/her stories
Is the STAR!



Interviewer

Prompts participant to share story
Keeps conversation on track



Veteran Liaison

Ensures a safe, productive conversation



Audio Monitor

Adjusts volumes as needed
Records time stamps for subject changes



Memorabilia Preserver

Scans/photographs objects brought by
interviewees

Procedures

Before Interview Day

Interviewer looks over questions and reminders. Plans to arrive early.
Participant confirms appointment.

Introductions

All involved introduce themselves. Interviewer asks participant for any memorabilia, reviews questions they plan to cover.

(Before OR After interview) Memorabilia Preserver ensures appropriate paperwork is completed for any items participant brings. S/he may ask questions for a fuller understanding of the item(s).

The Interview

Interviewer records date, participant name, his/her name, location.*

Interviewer and participant record conversation using pre-determined set of questions.

Interviewer keeps track of remaining time and concludes conversation within timeframe.

During the Interview

*Audio Monitor plays back clip to ensure equipment is working. Continues monitoring volume.

Veteran Liaison listens attentively to conversation, prepared to encourage or redirect if needed.

Memorabilia Preserver processes item with camera and/or mobile scanner, completes and collects Log forms with veteran. (May process before/after interview if appropriate.)

After the Interview

Interviewer thanks Participant, briefly summarizes next steps (where interview will be saved, where/when may be available, etc.)

Memorabilia Preserver returns any items to Participant.