

# **A Guide to Determining Fees for Oral History**

*Revised May 2016*

## **The cost of oral history interviews/ projects depends on**

- the various tasks that an interviewer may undertake
- the interviewer's level of qualifications and experience
- the interviewer's hourly rate

## **Before the interview**

- research and planning
- preliminary interview
- development of any documentation eg consent form, introductory letter, press release

## **Conducting interview**

- number of sessions needed
- length of interview sessions
- quality of recording required
- create a portrait photo of interviewee
- travel
- accommodation

## **Interviewer's overheads**

- Administration and communication
- Insurance such as: Professional indemnity, Public Liability, Accident, Workers Compensation etc.
- GST and any other charges to deliver the project

## **After the interview**

- any editing or adjusting of the interview
- making copies for interviewee and client
- obtaining completed consent from
- interview summary, log or transcript with accurate timings
- proofing transcripts
- editing log or summary after feedback from interviewee
- translation, if required

The items required from the list above should be agreed by the commissioning body and the interviewer and included in the brief or specifications for the project see the OHA Guide to Commissioning Oral History

Additional services such as: reports, time lines, publication based on the interview(s) or stories, excerpts for a website, or compilations, should be subject to a separate quotation.

Oral History NSW does not recommend a set scale of fees. This is best negotiated between the commissioning body and the interviewer. Interviewers hourly rate vary. Professional Historians Australia have a recommended scale of fees, all members are accredited. Oral History Australia membership is open to all and reflects a range of expertise and consequently members' fees may vary considerably.

Oral History NSW recommends that there is a contract or letter of agreement between the interviewer and the commissioning body. This document should include fees, schedule of payment, nature of services to be provided, conditions of employment and a time frame for the completion of the project.