



## **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.

The following points should be considered.

### **Before the interview**

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

### **The 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, eg 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 *Guide to commissioning oral history projects*) 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 has a recommended scale of fees; however, 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.