



## Digitization Internship

### About Densho

Densho is a Seattle-based non-profit organization started in 1996, with the initial goal of documenting oral histories from Japanese Americans who were incarcerated during World War II. This evolved into a mission to educate, preserve, collaborate and inspire action for equity. Densho uses digital technology to preserve and make accessible primary source materials on the World War II incarceration of Japanese Americans. We present these materials and related resources for their historic value and as a means of exploring issues of democracy, intolerance, wartime hysteria, civil rights and the responsibilities of citizenship in our increasingly global society.

### Job Description

Densho is seeking an intern to support our digital repository projects through the following activities: digitizing a variety of materials (newspapers, photographs, documents, etc.), editing and performing quality control on digital images, transcribing documents, cataloging and indexing, data management in digital repository software, rights management, and other duties as needed.

The internships run from February 2019 through July 2019 for a total of 500 hours at \$15 an hour, no benefits. An average weekly schedule would consist of 20-25 hours of work, completed within Densho's hours of operation: Monday through Friday, 8 am to 5 pm.

Current students or recent graduates from library and information science or archival studies programs preferred. The ideal candidates are self-directed, detail-oriented, and comfortable with technology. Knowledge of Japanese American history is welcome but not required.

### Apply

To apply for the positions, please send your resume and cover letter to Caitlin Oiye Coon at [caitlin.oiye@densho.org](mailto:caitlin.oiye@densho.org) by **January 31, 2019**. All applications will be held in confidence. All submissions and questions should be sent via email – no phone inquiries please.

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