



## Densho Legacy Archives Project Archivist (Seattle, WA)

### 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 a Project Archivist to assist in developing the Densho Legacy Archives that documents the organization's founding, history, and development over the last 25+ years. The Project Archivist will assist in inventorying Densho's physical and born-digital materials, create a finding aid, draft an archival policy to help staff maintain the archives going forward, and digitize, process, and publish 250 objects in the Densho Digital Repository.

The contract position begins on June 1, 2023 and ends December 31, 2023. It will be for 355 hours at \$20 an hour, no benefits. Work must be completed on-site at Densho in Seattle, WA and within normal hours of operation: Monday through Friday, 8 am to 5 pm, with a maximum of 20 hours per week.

Recent graduates and early career professionals 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 position, please send your resume and cover letter to Caitlin Oiye Coon at [caitlin.oiye@densho.org](mailto:caitlin.oiye@densho.org) by **April 28, 2023**. Subject line should reference "**Project Archivist Position**." All applications will be held in confidence. All submissions and questions should be sent via email – no phone inquiries please.

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