



## Archives Internships (Remote)

### 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 2-3 interns to support our archives and 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 begin on June 1, 2023 and must end by October 31, 2023. Each internship will be for a total of 200 hours at \$19 an hour, no benefits. Hours should be completed during the work week of Monday through Friday with a maximum of 20 hours worked per week.

As remote internships there is no requirement to work in Seattle, Washington. The interns will attend weekly 15-minute Zoom check-ins with a Densho supervisor and will use Slack to keep in regular communication with Densho staff and other interns.

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 **April 28, 2023**. All applications will be held in confidence. All submissions and questions should be sent via email – no phone inquiries please.

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