



Loni Ding Oral History and Film Research Collection Project Archivist

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 two-year contract Project Archivist to process and digitize the Loni Ding Oral History and Film Research Collection. This collection includes A/V materials, photographs, slides, documents, and albums related to Ding's films: *Nisei Soldier* and *The Color of Honor*.

The Project Archivist will be responsible for: creating a finding aid, rehousing, arranging papers, digitizing a variety of materials, editing and performing quality control on digital objects, cataloging and indexing, data management in digital repository software, rights management, and other duties as needed.

The Project Archivist contract position begins September 1, 2023, and ends August 31, 2025. This is a non-staff position, PTE (20 hours a week) at \$25 an hour, no benefits. The position can be hybrid (remote and on-site in Seattle, WA). Work must be completed within Densho's hours of operation: Monday through Friday, 8 am to 5 pm.

Emerging 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 positions, please send your resume and cover letter to Caitlin Oiye Coon at jobs@densho.org by **August 25, 2023** with the subject line: **Loni Ding Project Archivist Application**. All applications will be held in confidence. All submissions and questions should be sent via email – no phone inquiries please.

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