



## Frank & June Sato Internship Program Archives Internship (On-Site or Hybrid)

### 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 one intern 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 internship begins on April 1, 2024 and must end by December 31, 2024. The internship will be for a total of 500 hours at \$20 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.

This is a fully on-site or hybrid internship and candidates should be able to commute to the Densho office in Seattle, Washington 1-2 days a week.

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 [collections@densho.org](mailto:collections@densho.org) by **February 29, 2024**. The email subject line should include "Sato Internship." Please name your resume and cover letter files: "LastNameFirstName\_Resume" and "LastNameFirstName\_CoverLetter."

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

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*Preserving the past, inspiring the future*

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