



Assistant Editor/Editorial Projects Manager (Contract)

Job Description

Summary

Densho is seeking a contract **Assistant Editor/Editorial Projects Manager** (0.5 FTE) to coordinate and manage editorial projects that advances Densho's mission to preserve and share the history of Japanese American incarceration during World War II. This role will provide direct support to the Editor of the Densho Encyclopedia, oversee workflows, manage author communications, and ensure high-quality editorial output across Densho's publishing efforts, including The Densho Encyclopedia, The Catalyst blog, and other communication channels.

In addition to managing project timelines and contributor coordination, the role supports editorial production including, copyediting, formatting, uploading articles, and maintaining consistent documentation of editorial processes. The Densho Encyclopedia is maintained on a customized WagTail CMS platform integrated with Densho's broader online ecosystem, including the Densho Digital Repository and other educational resources. This position will support contributors in drafting and editing content in a secure editing wiki before public release. In addition, the role will also play a key role in capturing and organizing institutional editorial knowledge to support continuity as senior staff transition toward retirement.

This is a half-time contract position for a detail-oriented, organized, and collaborative editor or writer with strong communication skills and an interest in Japanese American or AAPI history.

Contract term: 6-9 months
Time Commitment: 0.5 FTE (approx. 20 hours per week)
Location: Remote or hybrid at Densho's Seattle office (CID)
Hourly rate: \$35-45/hr (commensurate with experience)

Essential Duties and Responsibilities

- Project Management
 - Maintain an updated editorial calendar and track deadlines.
 - Manage author correspondence with authors, contracts and permissions, and revisions.
 - Manage the workflow process to publication.
 - Manage graduate student projects
 - Schedule and facilitate Editorial Advisory Committee meetings; manage agendas and follow-up.
- Editorial Support
 - Assist the Editor with formatting, citations, and publication workflow.

- Coordinate with external contributors as needed.
- Upload articles to editing wiki.
- Copyedit and proofread content with attention to tone, clarity, and audience.
- Maintain thorough documentation of editorial process.
- Content Development
 - Draft and edit blog posts and short-form features.
 - Support cross-developmental communication between Archives, Education, and Development staff to identify content opportunities.

Required Qualifications and Experience - Below are the competencies that will help an individual succeed in this role.

- Demonstrated project management experience and strong organizational and communication skills.
- Strong knowledge and interest in Japanese American history.
- Strong writing, editing, and proofreading skills, with attention to tone, clarity, and audience
- Proficiency with digital tools and CMS-based publishing workflows.
- 3+ years of relevant experience in research, editorial work, or public humanities project
- Graduate degree (MA, MLS, or PhD) in history, American Studies, ethnic studies or related field
- Demonstrated project management experience and/or strong organizational and communication skills

Preferred Qualifications and Experience

- Background in history, ethnic studies, Asian American studies, journalism, or related field.
- Experience working in community-based organizations.
- Familiarity with CMS-based publishing workflows.

Apply

To apply, please send your resume and cover letter to jobs@densho.org by December 31, 2025. Please include “Editorial Projects Manager” in the subject line. All applications will be held in confidence. All submissions and questions should be sent via email – no phone inquiries please.