



D E N S H Ō

*The Japanese American Legacy Project*

## Assistant Digital 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.

### **Duties and Responsibilities**

Densho is seeking an enthusiastic, tech-savvy, self-motivated candidate for the position of Assistant Digital Archivist. This is an 18 month, .75 FTE, grant funded position with benefits. The pay rate is \$18 per hour. The position reports to the Digital Archivist and will assist with the following activities:

- Participate in the appraisal and acquisition of candidate collections.
- Digital collection processing through: digitizing, editing, metadata creation, data management in digital repository software, and rights management.
- Perform quality control review of digital objects.
- Answer reference and information requests.
- Participate in the hiring and supervision of digitization interns.
- Other duties as needed.
- May include some travel.

### **Qualifications**

- Strong command of archival theory and best practices.
- Knowledge of digital imaging, metadata, and preservation standards.
- Excellent communication, writing, and research skills.
- Ability to work independently on multiple projects and priorities.
- Experience with content management systems and digital repositories.
- Experience in digital collections processing (digitization and/or digital curation).
- Demonstrated ability to supervise.

### **Preferred Education and Experience**

- Master's degree in Archival Studies, Library and Information Science, or relevant degree.
- Minimum one to two years professional experience in a library or archival setting.



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**Apply**

To apply for the position, please send your cover letter and resume to [caitlin.ojye@densho.org](mailto:caitlin.ojye@densho.org). The positions are open until filled. All applications will be held in confidence. All submissions and questions should be sent via email – no phone inquiries please.

The position is funded, in part, by a grant from the Department of the Interior, National Park Service, Japanese American Confinement Sites Grant Program.