



National Japanese American Historical Society Student Internship Program Camp Digital Collections/Archives

Project: From the Camps They Served: Nisei Soldier Digital Collections
Hours / Schedule: negotiable, min.8 hours per week / Project is ongoing February-7/15/2019.
Compensation: Stipend available based on hours worked.
Internship Location: National Japanese American Historical Society. 1684 Post St. San Francisco, CA. 94115

The purpose of the National Japanese American Historical Society is to foster historical appreciation for the rich history of the Japanese American community experience. As such, this internship offers an opportunity to research, collect, catalogue, and document historical resources such as manuscripts, artifacts, objects, oral histories that will preserve the history and experience of Japanese Americans. The student internship will focus on Collections Management and website content development:

1. To investigate the history and stories behind the Japanese American experience through the people who lived it.
2. To help update NJAHS catalogued collections into Past Perfect database.
3. To increase public accessibility to NJAHS' camp object collection through online access.

Project Background:

The project *From the Camps They Served: Nisei Soldier Digital Collections* consists of the research, documentation and digitization of approximately 300 new objects, documents, and photographs related to the Japanese American WWII incarceration/military. The digitized images of these documents will be made publicly accessible through the University of San Francisco's digital library in the form of high resolution scanned images and interpretative labeling. *From the Camps They Served: Nisei Soldier Digital Collections* is led by the NJAHS in collaboration with the USF Gleeson Library and funded by the Japanese American Confinement Sites Grant program, administered by the National Park Service.

Duties and Responsibilities:

1. To catalogue camp/military document information and enter it into Past Perfect database.
2. To scan or photograph camp/military documents and objects and color-correct the images.
3. To assist with the accessioning and re-housing of documents and objects.
4. To review with project supervisor and perform data integrity checks on camp/military document information, photographs, and objects before entering into Past Perfect database, and before uploading into the USF Gleeson Library digital collections.
5. To upload document scans and catalogued document information into the Past Perfect database and the USF Gleeson Library digital collections.

Qualifications and Skills Preferred:

- Experience in data entry and research.
- Archival document handling, scanning, and conservation experience.
- Experience and familiarity with Microsoft Office Excel.
- Highly organized, task-oriented, able to complete assignments on time.
- Knowledge of the Japanese American history and / or WWII history.

To apply: send a resume to
Paloma Añoveros: panoveros@usfca.edu. Phone: 510-333-2515
Subject Line: Camp Digital Archives Internship Application