

# *International Examiner*

The Newspaper of the Northwest Asian American Communities | Find Your InspirAsian.  
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**Job title:** Intern

**Reports to:** Digital Archives Project Manager

**Hours:** Flexible

**Time Period:** Five months, July-November 2013

**Status:** Unpaid volunteer

## **The Project**

The Digital Archives Project seeks to uncover, preserve and share an important historical and cultural record of the Asian Pacific American (APA) community's 40-year history in Seattle. Through the creation of a unique, online digital gallery, made up of photographs from the International Examiner's collection of photos, and other significant community resources, this project aims to ignite important dialogue, and to create a dynamic photographic resource for the purposes of education and heritage.

Volunteer interns will work with the Archivist and Heritage Specialist to research, catalogue and scan significant photographs, helping to shape a visual narrative of APA Seattle history.

## **Responsibilities include**

- *Identifying, researching and cataloguing photographs in a systematic and accurate manner*
- *Working with Photo Archivist and Heritage Specialist to ensure that historic archive background information is accurately and properly attributed.*
- *Researching photographers and obtaining signed permission waivers.*
- *Working with community specialists to research unidentified photographs.*
- *Assisting Digital Archives Project Manager with planning of online gallery unveiling and community reception.*

This is an unpaid, volunteer opportunity, and you would be part of a meaningful effort to safeguard and share an important APA cultural resource. We welcome students and general volunteers with an interest and/or background in photography, history and/or heritage.

Interested applicants should send an email to: [Jeong.stephen@gmail.com](mailto:Jeong.stephen@gmail.com) with "**Digital Archives Intern**" in subject line. Please include a general resume, listing any special skills or past experience that would be relevant to this project.