

Job Description: Diversity Digitization Fellow

Location: New York, NY or Washington, DC

Led by human rights activist and lawyer Kerry Kennedy, Robert F. Kennedy Human Rights has advocated for a more just and peaceful world since 1968. We work alongside local activists to ensure lasting positive change in governments and corporations. Our team includes attorneys, advocates, and leaders in business and government united by a commitment to social justice.

Robert F. Kennedy Human Rights seeks a Digitization Fellow to join its team in either its New York or Washington, DC office. The Digitization Fellow will report to the Executive Director and be responsible for overseeing the creation of a historic digital archive of Robert F. Kennedy for a 50-year-old human rights organization. Additional responsibilities will include managing relationships with vendors, tech consultants, and interns, traveling to digitization sites where materials are currently stored, and providing assistance on reporting and grant management.

The ideal Digitization Fellow will either have a graduate degree or be enrolled in a graduate level program with a focus on archival studies or digitization. Applicants with backgrounds in Library or Museum Sciences, Media Studies, Photography, Political Science, and American History will also be considered. Applicants from ethnic and cultural backgrounds including Alaskan Native, American Indian, Asian/Pacific Islander, African American, and Hispanic descent are strongly encouraged to apply.

Primary Responsibilities

Digitization Material Management:

- Work directly with digitization materials including video, film, photographs, documents, slides, and audiotape to ensure materials are correctly identified, scanned, and tagged
- Work with vendor to create a database and retrieval system. This will include the development of a cohesive, detailed tagging system across all material types.

- Act as main liaison with tech consultant to incorporate database into our website so that materials are easily accessible and retrievable for internal and external use
- Recruit, manage, and coordinate the efforts of interns around scanning large volumes of material

Grant Management

- Work with grant-writer to provide accurate reporting for the foundation grant that is funding the digitization project
- Provide support on any grant related requests that may arise regarding budget, vendors, staffing, and interns

Education, Experience, Skills

- Graduated from or currently enrolled in a graduate level program with a focus on archival sciences or digitization
- Ability to communicate and coordinate across different departments and stakeholders
- Close attention to detail, including grammar, spelling, and formatting
- Ability to meet deadlines on a consistent schedule without heavy supervision

Compensation and Benefits

Competitive Salary, Comprehensive Medical and Dental Benefits

To Apply

Email your resume and cover letter to careers@rfkhumanrights.org

No phone calls, please.

We are an equal opportunity employer and value diversity among our staff.