

Digital Assets Manager

Title: Digital Assets Manager
Department: Collections
Location: Portland, OR
Type: Full_Time
Position #: 77348

Description:

The Portland Art Museum invites applications for the position of Digital Assets Manager. Since 1892, the mission of the Portland Art Museum has been to serve the public by providing access to art of enduring quality, by educating a diverse audience about art, and by collecting and preserving a wide range of art for the enrichment of present and future generations.

Reporting to the Collections Information Manager, the Digital Assets Manager provides technical support and guidance for the creation, acquisition and management of digital media assets within the institution. Incumbent will develop a sustainable workflow for the handling of these assets and perform various project management duties, as needed. Position is grant-funded for one year duration.

Essential Functions:

- Devise specifications for digitization projects and develop workflows for the incorporation of digital assets into the Museum's major information management systems, initially the Collections Management System and other systems as needed.
- Develop procedures and guidelines designed to integrate digital asset management with workflows of departments using and creating these assets.
- Assist in the clean-up, organization, and maintenance of current digital assets, Museum-wide.
- Serve as a system level expert in support of staff training in the use of digital asset management software.
- Represent the Collection Information Office in Museum efforts to conduct research, develop, test and deploy solutions that enable staff to query, review and electronically acquire digital assets within rules relating to file specifications and appropriate usage.
- Work with the Collections Information Manager and senior level management throughout the museum to assist in the planning and implementation of pilot digitization projects.
- Responsible for the identification, implementation and ongoing review of digital asset metadata fields appropriate to the formats in use. In special cases, the incumbent will create specialized metadata fields and fully document rules for use and maintenance.

Required Experience:

Qualifications:

- A basic knowledge and understanding of the technical principles involved in digitizing various forms of analog material demonstrated by at least one year of specialized experience in digitizing analog materials.
- Experience with digitizing still images, basic knowledge of digital image formats, and digital imaging workflow is required.
- Knowledge of formats and digitizing methods for moving images and audio is highly desirable.
- Experience in a digital imaging production environment, including developing and enhancing systems based on interviews with users and translation of their requirements into system requirements.
- Skill in participating or leading teams engaged in the successful integration of digital images with image deployment systems.
- Skill in communicating technical information to diverse audience.
- Knowledge of digital asset metadata standards, including but not limited to, CDWA Lite, METS, Premis, NISO Metadata for Images in XML.
- Experience with metadata extraction and embedding tools, such as Adobe Bridge, Adobe Lightroom, Camera RAW processors, and DAMS products.

- Graduate level coursework in metadata, cataloging, records management, archives, and/or intellectual property are also highly desirable.

Compensation:

This position is grant funded for a duration of 1 year. Position is salaried/exempt, full-time (35 hours per week) and compensation will be within grant fund levels, depending on experience.

Position is eligible for the Museum's full benefits package first of the month following 30-days of full-time employment. Benefits include paid time off (vacation, sick, holiday, jury duty, bereavement); medical and dental benefits; long-term disability and AD&D; and a variety of perks such as free Museum admission for family and friends. For more details on benefits and perks please see our main careers page on the website.

Additional Comments:

To apply please follow the link to create a profile, and upload a resume and cover letter. In your cover letter please state your interest in working for the Museum and relevant work experience.

The Portland Art Museum is an Equal Opportunity Employer. Please do not submit multiple application packages. Resumes received without completed employment application will not be considered. For questions regarding this opportunity please contact hr@pam.org.

Closing Date: August 27, 2010 @ 5 p.m.