

Asset Management Specialist (Contract)

Summary: Gates Archive is the private archive of the personal and philanthropic collections of the Gates family. Committed to creating a culture of learning and belonging, we are a team working to build a next generation archive with a focus towards digital-forward processes.

Gates Archive is seeking an Asset Management Specialist to execute and contribute to the development of end-to-end workflows to describe digital assets, manage controlled vocabularies, and Digital Asset Management System (DAMS) support for users. This position will work collaboratively across the organization and with partner organizations to improve discoverability of digital assets and may contribute to other program tracks, including Processing, Production, and Access.

This is a full-time contract position scheduled to begin in Winter/Spring 2021.

Responsibilities:

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the core responsibilities.

- Organize, upload, and apply metadata to assets in a centralized DAMS, including:
 - Describe assets in adherence with authority standards and local best practices.
 - Administer controlled vocabularies and taxonomies for a network of organizations with a global scope.
 - Contribute to metadata normalization efforts, including consolidating duplicative terms and creating new relationships.
 - Collaborate with other asset managers, system specialist, and archivists as well as an external photo agency's team of post-processing technicians and content creators.
 - Verify/Revise user-generated metadata.
- Provide asset management support to donors, stakeholders and archive staff, including:
 - Develop guidance for donors, stakeholders, and archive staff on use of the DAMS.
 - Train system users.
 - Assist in developing best practices for the creation and submission of new content.
- Contribute to program track planning activities and participate in strategic projects in support of organizational and programmatic goals.
- Maintain awareness of advances in professional standards and emerging archival and asset management technologies; explore and propose new technologies and methods to meet archive needs.
- Build and apply knowledge of the Archive's collections to improve the organization's information services
- Contribute to organizational learning by sharing knowledge with other staff actively participate in activities to promote and advance the profession, e.g. membership in a professional association.
- Develop and track tasks in a software developer's ticketing system.
- Maintain statistics, reports, and other metrics to improve asset management functions
- Operate in an environment which prioritizes the values of teamwork, trust, professionalism and stewardship.
- Fulfill other organizational duties as assigned.

Skills and Abilities:

- Must be able to work collegially and collaboratively
- Understanding of and ability to apply controlled vocabularies and descriptive standards
- Highly organized with strong attention to details
- Proficient with Microsoft Office, familiarity with SharePoint, content management systems

- Ability to interpret and apply procedure manuals and guides to support the effective collection and management of digital content
- Experience with common library and archive metadata and content standards
- Familiarity with IT ticket/service tracking software and best practices
- Proven ability to prioritize work, set goals and milestones, meet deadlines
- Demonstrated ability to work collaboratively and productively in a rapidly changing environment
- Demonstrated ability to communicate effectively, both verbally and in writing

Education and Experience:

Education:

- A Master's Degree of Library & Information Science, Archival Studies or professional experience in asset management.

Experience:

- 2+ years professional work experience in archives, libraries, museums, or asset management
- Experience with creating and managing original metadata records
- Experience with developing systems for organization
- Experience with digital asset management systems or digital repositories, including organizing, describing and managing taxonomies, preferred
- Experience with content management, preferred
- Experience supporting access workflows including the interpretation and application of restrictions for access to and/or use of archival materials, preferred

Deadline for applications: Review of applications will begin on February 10, 2021. Applications will be accepted until the position is filled, but preference will be given to applications received by the date the review begins.

This is contract position through a staffing agency. To apply, submit a resume and cover letter to procurement@gatesarchive.com and the application will be routed to our recruiting partner agencies.