

## Asset Management System 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 on digital-forward processes.

Gates Archive is seeking an Asset Management System Specialist to focus on ensuring our digital asset management system and related discovery software meets user needs. This role will be an expert in our digital asset management system (DAMS) and will work with partner organizations, our DAMS vendor, and Archive staff to ensure the system is configured to meet needs for asset ingest, description, permissioning, sharing, and other use cases.

This is a contract position scheduled to begin in May/June 2022 through December 2022.

### 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.*

- Oversee and execute DAMS administration workflows under the direction of the Senior Manager, Archive Solutions and in collaboration with other Archive staff, including:
  - Analyzing user needs and designing and configuring DAMS settings and features to fit workflow requirements.
  - Troubleshooting issues with the DAMS and integrated applications that require administrative expertise and managing user communications about issues. Participating in 'Tier 2' support rotation.
  - Coordinating with external and internal developers to specify, test, and implement new features and customizations.
  - Evaluating and prioritizing proposed system changes, maintaining project timelines that factor in interdependencies with other work and relative impact of propose changes.
  - Coordinating application upgrades including testing and communication of new features.
  - Supporting select bulk and automated data loads, metadata updates and extraction via API calls and specialized tools, and data integration workflows.
  - Developing advanced guidance for DAMS users, stakeholders, and archive staff on use of the system and related discovery tools, training 'power users', and developing best practices for submission of new content.
  - Understanding, configuring, and assisting in the design of permissions and security protocols in collaboration with the Archive's access, technology, and information security teams.
  - Developing and maintaining documentation for system administrators and users.
  - Support the work of internal and external asset managers doing description in the system and administering controlled vocabularies, taxonomies, and metadata for incoming media streams.
  - Maintain and refine ticketing workflows and other communication channels to enable work tracking and efficient handoffs between groups.
- Manage and contribute to cross-organizational projects to develop interfaces and tools that integrate with or draw on DAMS assets, metadata, and/or functionality.
- Maintain awareness of advances in professional standards, product and project management practices, and emerging archival and asset management technologies; explore and propose new technologies and methods to meet archive needs.
- Contribute to organizational learning by sharing knowledge with other staff. Actively participate in activities to promote and advance the profession, e.g. engagement in professional associations.
- Maintain statistics, reports, and other metrics to improve discovery systems goals and 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
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated technical understanding of asset management and metadata challenges and solutions.
- Understanding of project management and user research / business analysis practices.
- Familiarity with software development, issue tracking, and configuration processes.
- Proven ability to develop and maintain procedural manuals and guides to support the effective system use and management of digital content.
- Highly organized with strong attention to details.
- Familiarity with APIs, command line, and photo and video workflow tools.
- Familiarity with database management, word processing, spreadsheet software, and web-based applications and technologies used in an archives or asset management environment.
- Proficient with Microsoft Office, familiarity with SharePoint and content management systems.
- Proven ability to prioritize work, set goals and milestones, meet deadlines
- Experience with asset management and product or project management best practices.

**Education and Experience:***Education:*

- A Master's Degree of Library & Information Science or History, with a concentration or certification in archival studies, or Computer Science with a concentration in Human Computer Interaction, or equivalent professional experience in archives or asset management.

*Experience:*

- 3+ years professional work in archives, libraries, museums, or asset management
- Demonstrated experience with digital asset management systems, including file organization, metadata application, and taxonomy oversight.
- Experience applying user research and project management methods.
- Experience with service vendor relationships and projects involving vendor selection, implementation, and quality control preferred.
- Experience using emerging technologies for metadata management and discovery preferred.

**Expected Hours of Work:** This position may require availability to work evenings, weekends and holidays.

**Location:** Onsite in Seattle area preferred.

**Annualized salary:** Starting at approximately \$90,000.

**Deadline for applications:** Applications will be reviewed on a rolling basis until the position is filled.

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