Digital Asset Associate

Description

The Brooklyn Historical Society is seeking a Digital Asset Associate who will report directly to the Head of Collection Management and Interim Director of Library & Archives. This is an entry-level, professional position consisting of management of existing digital assets, facilitating ingest of born-digital collections, and digitization of two-dimensional collection items. In addition, the Digital Asset Associate will contribute to the Photo of the Week series and feed historical, image-driven content to the *Brooklyn Daily Eagle* on a weekly basis.

Brooklyn Historical Society is a world-renowned research library and archives, a museum and public programs venue, and an educational center that works with primary school students to graduate students conducting advanced academic research. Reference and user services at Brooklyn Historical Society reach a wide variety of audiences including house history researchers and genealogists; amateur and professional historians; writers and artists; students of many ages and backgrounds; and professional audiences such as reporters, policy researchers, and urban planners.

Responsibilities

● Complete staff- and researcher-requested digitization of collection items and distribute assets to internal users and external partners.

● Provide day-to-day and long-range administrative oversight of digital assets.

● Apply project management methodologies for digital assets and related projects. Enforce digitization and photography standards.

● Assist in bringing existing assets up to appropriate standards, including reorganization of file directories and metadata cleanup projects.

● Work closely with staff in departments across the institution to improve access to digital assets for daily use, special projects, and initiatives.

● Provide quality control for all metadata to assure accuracy and consistency across the institution.

● Research and make recommendations on emerging standards and best practices in digital asset management including DAM software, digital asset preservation, metadata, and digital rights management.

Qualifications

● BA or BS in Library Science, Museum Studies, Computer Science, or related field. Master's Degree in progress or completed is preferred.

● Practical experience in a museum, archives, or library image archive, including database management, software administration, standards and practices, file formatting, and data migration. Knowledge of museum purposes, organization, and programs.

- Practical experience with image cataloguing, data preservation, and electronic distribution of digital images and video for cultural heritage objects and projects.

- Thorough working knowledge of current digital archiving standards and best practices, including: file naming, metadata standards and workflows, file formats for still and video assets, and digital asset management.

- Thorough understanding of digital still image file creation, including: image size, bit depth, color profiling, image resolution and compression.

- A thorough understanding of intellectual property law, including "fair use" and similar copyright issues.

- Strong computer skills, including a complete working knowledge of Adobe Photoshop, and Adobe Bridge software.

- Excellent communication skills, including the ability to collaborate with staff at all levels across the institution and with outside organizations and vendors.

- Very high level of organizational skill with keen attention to detail and the ability to advocate and implement best practices and institutional policy regarding the institution's digital assets.

- Team player with the ability to organize information at a high level, multi-task in a fast-paced environment, and creatively solve problems