

Our Sunday Visitor

Date Posted: November 10, 2009

Job Title: **Digital Asset Management Specialist**

Job Summary:

The Digital Asset Management Specialist is responsible for cataloging digital assets into a Digital Asset Management (DAM) system and categorizing the assets metadata according to terms that describe its potential use, including usage rights and target workflows within all publishing channels.

Essential Job Functions (*=Non-essential tasks):

- Work with end-users to determine the needs of the business relative to reporting and measuring success during DAM implementation and usage.
- Serve as the DAM liaison between Publishing and Curriculum user departments. This will include problem identification between the groups, developing mutually agreed on process solutions and ensuring seamless implementation.
- Collaborate with other departments to ensure effective communication with internal and external customers.
- Review metadata schema with stakeholder team to insure schema integrity and utility as requirements evolve in both divisions
- Compile all assets into DAM
- Apply META data to assets within DAM
- * Other duties as required

Requirements:

Experience:

- Must have a minimum of two years in a publishing/digital design environment
- Prefer a minimum of one year experience with a DAM system

Education:

- Associates degree in Design or computer technology or a minimum of 4 years in Digital Librarian technology

Skills and Abilities:

- Good knowledge of asset file formats understanding both on Mac and PC platforms, digital design knowledge is a plus
- Microsoft Excel or similar knowledge on database charting
- Good understanding and experience of computer, GUI, VPN and web interface
- Experienced using QuarkXpress, PhotoShop, InDesign/InCopy and Acrobat Pro
- Possess good Project Management skills
- Understanding/knowledge of the content creation process in a Publishing environment
- Ability to be a team player
- Ability to assess problems and give solutions
- Must keep confidentiality of OSV processes and ideas
- Strong multi-tasking skills in a fast-pace environment
- Dependability, organization, problem solving and adaptability skills

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).