

Digital Asset Management – Photo Library

The Granger Collection (www.granger.com), a historical picture library in Manhattan, is seeking a Digital Asset Management specialist to manage its database and web-services department. Candidates will ideally have experience managing an image-based digital asset-management system as well as a Windows network. Ease with new technology, avid attention to detail, and superior teamwork skills are required.

Responsibilities include:

- Creating and maintaining workflows for the digitizing of the library.
- Overseeing digital production team. Prioritize workflow and production processes according to relevancy and deadlines.
- Managing databases and digital archives (both internal and web-based).
- Overseeing all new web developments.
- Administering a small business Windows network and troubleshooting technical issues with server and client machines.
- Maintain communications equipment (fax, credit card, printers, phones).
- Maintain email systems, spam and virus scanning/control.
- Assisting the library staff with the keyword hierarchy and taxonomy.
- Routine data preparation/processing as needed.
- Collaboration with Deputy Director on new digital projects, initiatives, and technology.

Requirements:

- Must have experience in managing large collections of digital assets.
- Must be proficient with Microsoft Office, Excel, Adobe Photoshop, and SQL queries.
- Must have experience with cameras, digital backs (Phase One), and professional scanners (Creo).
- Must have experience administering a Windows network.
- Experience with image-based digital asset-management systems is a decided advantage.
- HTML/CSS/Javascript skills are highly desired.
- Color management skills are highly desired.
- Knowledge of history is also highly desired.

Details:

- Full-time employment
- Salary commensurate with experience
- Health benefits
- Collegial working environment
- Start Date: Immediately

To apply for this position, please forward your resume and cover letter (with salary requirements) by attachment (.doc or .pdf) to jobs@granger.com with 'Digital Asset Management' in the subject line. Because of the volume of responses, we are unable to take any telephone inquiries and will be contacting only qualified candidates.

Since 1964 The Granger Collection has offered art directors, photo editors, and designers an increasingly convenient and reliable source for the history of the world in pictures from before the Stone Age to the dawn of the Space Age.