NATIONAL
MUSEUM
OF WOMEN
IN THE ARTS

1250 New York Avenue, NW
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nmwa.org

JOB ANNOUNCEMENT

Organization:	National Museum of Women in the Arts
Position:	Digital Asset Manager
Department:	Library and Research Center
Reports to:	Director of the Betty Boyd Dettre Library and Research Center
No. of Direct Reports:	None

Position Summary

The Digital Asset Manager works as an integral part of the LRC team and is responsible for the administration of NMWA's digital asset management system (DAMS) called BETTY. In consultation with the LRC Director, they develop and implement policies and procedures, workflows, and user guides to use with the DAMS (BETTY) and other digitization projects. They also develop strategies and plans for the long-term maintenance and storage of assets. The Digital Asset Manager reviews and organizes all images on the network drives, adding appropriate metadata, and collaborates with other departments to prepare select items for public access.

Major Responsibilities

Functions may include, but are not limited to:

- Manage the digital asset management system (DAMS), Bright Interactive ltd. - Asset Bank (BETTY), to include look-and-feel customization, bulk uploads, cataloging, user accounts and privileges, and access and organization.
- Communicate and coordinate with Bright, Asset Bank's vendor, for technical support and general questions.
- Develop criteria and processes for setting digitization priorities and select materials for digitization that support the goals of the LRC and the broader museum.
- Conduct and implement digitization and scanning of LRC collections.
- Implement best metadata and digitization standards and practices for cultural heritage digitization and digital preservation for LRC collections.
- Perform regular review and clean-up of network files.
- Create and document workflows and training for staff in the use of DAMS.
- Establish levels of access that observe issues of copyright and internal ownership.
- Provide in-person and remote reference and research services, especially those related to digital collections and digital scholarship.
  Provide customer services by regularly staffing the reference desk.
- Oversee interns and volunteers on projects related to the DAMS and digitization.
- Serve as website point person for department in collaboration with NMWA's Digital Engagement Department.
- Lead the development and implementation of sustainable strategies and infrastructure to support the accession, preservation, discovery, and use of born digital resources and web archives.
- Keep current with library professional standards and trends in the field of digital asset management, fair use and copyright, digital imaging, digital projects, digital scholarship, and digital preservation as they apply to cultural heritage collections.

- Identify opportunities for learning and professional development and participate in at least one seminar, class, or professional meeting annually.

Qualifications

This position requires a Bachelor's degree in Art, Art History, Museum Studies, Women Studies, or related fields with two or more years of experience (full-time or equivalent) working in a library. The successful candidate will demonstrate the following skills/experience:

- Experience working with metadata and alt-text
- Digital asset manager experience
- Copy-cataloging or cataloging experience
- Experience in multiple library departments
- Enrollment in or completion of an ALA-accredited Library/Information Science Program (Highly Preferred)
- Proficiency with the Microsoft Office Suite
- Ability to lift a minimum of 20 lbs.
- Strong organizational and interpersonal skills
- Excellent customer service
- Strong research and reference services skills
- Excellent oral and written communication skills
- Demonstrated experience of successful team collaboration in a diverse work environment and/or providing services to diverse populations
- Exceptional attention to detail
- Receptive to feedback and willingness to learn new skills
- Desiring continuous improvement and enhancement of library skills

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation:

The salary range for this position is $55,000.- to $65,000.- annually and includes a benefits package.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org.
The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at HR@nmwa.org.

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts (NMWA) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.