



Position title	Senior Officer, Digital Asset Management
National Gallery level	NGA Level 6
Position number	Position No. 7315
Employment type	Ongoing – Fulltime
Department	Digital
Portfolio	Learning and Digital
Immediate supervisor	Digital Media Manager
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world’s leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

Join the National Gallery's innovative team as a Senior Officer, Digital Asset Management. In this dynamic role you will be responsible for the development and maintenance of the Gallery's digital asset management system (DAMS), ensuring it meets current and future needs and integrates seamlessly with gallery applications and emerging technologies.

The Senior Officer, Digital Asset Management is responsible for managing access to born-digital artworks, playing a key role in the care of our collection. Your expertise will also be pivotal in crafting an engaging online interface that showcases the national collection to the public, complemented by efficient data pipelines. By contributing to metadata standards and specifications, this role supports the accessibility of the National Gallery's digital assets.

If you're passionate about the intersection of art and technology and eager to contribute to a leading art institution, we invite you to apply for this enriching and fulfilling opportunity.

OUR IDEAL CANDIDATE

1. Demonstrated ability to manage all aspects of digital asset management within a gallery or museum environment (or similar) and a broad knowledge of technology and innovations in the field.
2. Well-developed understanding of copyright and usage of digital assets in a gallery or museum environment.
3. Strategic thinking, planning and delivery skills, as well as highly developed project management skills and experience including administrative, budget management, scheduling and evaluation.
4. Demonstrated expertise collaborating with both internal and external stakeholders to develop and enhance online platforms including management of vendor relationships, procurement and contracts.
5. Proven ability to contribute to the establishment and governance of metadata standards, data formats, and interoperability protocols that ensure the accurate cataloguing, preservation and accessibility of digital assets.
6. Highly developed oral and written communication skills with a demonstrated ability to advise, liaise, negotiate and work collaboratively with internal and external stakeholders at all levels.

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, you will:

1. Develop and maintain the National Gallery's DAM system to ensure the system remains current and meets organisational needs including compatibility with other Gallery applications and systems.
2. Manage access, controls and ingest of original born digital works of art and other digital media assets into the DAM system.
3. Support the development and maintenance of the National Gallery's online collection interface and associated data pipelines.
4. Provide input to metadata standards, formats and other specifications relevant to the Galleries digital collection.
5. Facilitate training of Gallery staff in the use and operation of DAMS.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following:

You will:

1. **Take responsibility for managing work projects to achieve results** and will see tasks through to completion. You will work within agreed priorities and commit to achieving quality outcomes.
2. **Share learning and support others** to identify learning opportunities and make time for people and support the contribution of others.

3. **Show judgement, intelligence and commonsense** when researching and analysing information to make recommendations based on evidence. You will identify issues that may impact on tasks or be able to suggest improvements to work tasks and business practices.
4. **Identify and use resources wisely** when reviewing project performances and identify opportunities for improvement.
5. **Communicate clearly** and confidently when presenting messages in a clear, concise and articulate manner. You will focus on key points and use appropriate, unambiguous language.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in ICT, Visual Arts, Arts Management or a related field and/or equivalent experience is highly desirable.

Work, Health & Safety Obligations

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Sam Cooper on +61 2 6240 6684 or sam.cooper@nga.gov.au.