Digital Asset Systems Manager
Rock & Roll Hall of Fame and Museum
Cleveland OH

The Rock and Roll Hall of Fame and Museum is currently considering applicants for the position of Digital Asset Systems Manager. The Digital Asset Systems Manager reports to the VP of Technology. This position holds a critical role at the Rock and Roll Hall of Fame and Museum and will be a key player in the new Technology division as we architect the digital ecosystem that will support exhibits, web, mobile, and educational content for years to come. The Digital Asset Systems Manager evaluates, recommends, and implements methodologies, standards, and software for the centralized storage, management, preservation, and distribution of institutional digital assets. The Digital Asset Systems Manager also deploys, supports, and maintains technology resources in the Library and Archives, including specialized library applications and hardware. The ideal candidate will have experience with Digital Asset Management (DAM), Content Management, and library and archives management systems, with specific experience integrating these systems and creating public-facing portals to allow exploration and interaction with content. The ideal candidate will also bring a knowledge of, and passion for, the history of rock and roll and related music genres.

RESPONSIBILITIES:

1. Evaluates, recommends, and implements software solutions, methodologies, and in-house process standards for the preservation and access of digital collections, including text, images, audiovisual recordings, and born digital assets.
   • Expands and enhances access to all institutional digital assets, including Library and Archives, educational, and collections-based digital resources.
   • Assists in the coordination of workflow for the digitization of archival materials.
   • Works with Library and Archives staff in the identification of materials to be transferred to digital media.
   • Remains current on issues and trends in the creation and preservation of digital collections, digitization processes, and digital library technology.

2. Deploys, supports, and maintains specialized applications, such as integrated library systems, archival management software, digital asset management systems, content management systems, and other applications.
   • Leads in the planning, implementation, and ongoing administration of these systems and other information resources.
   • Collaborates with all institutional divisions and departments to gather requirements, research solutions, and author digital asset management and distribution strategy.
   • Serves as the primary contact for vendors, consultants, and developers to ensure standards are met and sustained.

3. Evaluates, recommends, implements, and provides support for the integration of new technologies in the delivery of information.
   • Collaborates with staff to explore new technologies in the field, specifically in the field of collections management, digital asset management, and content management.
• Provides advice and expertise on emerging technological trends and developments in museums, research libraries, and archives.
• Develops, implements, and evaluates use of these new technologies to meet the strategic goals of the institution.
• Provides technical systems-related training and assistance with asset management to staff as needed.

4. Provide first-level support to the Library and Archives, which may include basic guidance and troubleshooting in the following areas:
• Managing and updating hardware and software.
• Maintaining, troubleshooting, and repairing network issues.
• Performing system upgrades, new installations, and backups.
• Ensuring operability of public and staff workstations.
• Supporting photocopiers and phones. Timely escalation of issues to Technology department as warranted.

5. In conjunction with the Catalog and Metadata Librarian, monitors and supports adherence to associated national and international standards for content description, metadata, and exchange, including but not limited to AACR2, DACS, Dublin Core, EAD, MARC21, MARCXML, METS, MODS, PREMIS, VRA, and PBCore.

Duties include but may not be limited to the above.

JOB REQUIREMENTS AND QUALIFICATIONS:
Required
• Bachelor’s degree in library science, information studies, information technology, or related degree; Master’s degree preferred.
• A minimum of 2 (two) years providing support for information technology and experience with applications of digital technologies in a library or archives.
• Experience working on digitization projects.
• Experience working with integrated library systems, archival collection management systems, digital asset management systems, and/or content management systems.
• Experience with researching, assessing, implementing, and troubleshooting storage technologies.
• Basic programming/scripting experience.
• Experience writing, modifying, and troubleshooting SQL queries.

Preferred
• Experience with Hydra and Blacklight applications.
• Experience with IBM Tivoli Storage Manager.
• Experience with Linux distributions and server management, specifically CentOS, RedHat Enterprise Linux.
• Experience with web design and development (HTML/CSS/JavaScript/PHP)
• Experience with implementing/managing CMS platforms such as Drupal. Custom module or integration work a plus.
• Experience working in non-profit, cultural environments
• Successful track record of participating in grant writing and implementation of grants.

3. Unique Expertise/Certification/Registrations:
• Thorough understanding of technology in museums, libraries, and archives.
• Knowledge of current trends in digitization and the long-term management and preservation of digital objects.
• Knowledge of collections, library, and archives-related metadata standards and schema.
• Working knowledge of TCP/IP, servers, and peripherals.
• Knowledge of Windows client configuration and support.
• Knowledge of, and passion for, the history of rock and roll and related music genres preferred.
• Outstanding team orientation, flexibility, and ability to work both independently and collaboratively.
• Ability to self-manage and prioritize concurrent tasks and projects.
• Outstanding verbal and written communication skills, organizational skills and interpersonal skills.
• Detail oriented with ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently.
• Ability to successfully pass a Rock and Roll Hall of Fame and Museum reference check, background investigation, and drug screen.
• Ability to get along with other people.

WORK SCHEDULE:
Ability to work up to 40 hours per week; any shift as assigned, including evenings, weekends and holidays. Ability to work additional hours as workload demands. Hours are primarily 8:30 am – 5:30 pm Monday through Friday.

STARTING SALARY: Commensurate with experience. (Full-time/Exempt)