

Digital Platforms Specialist

Position Title	Digital Platforms Specialist
Department	Hood Museum of Art Dartmouth College Hanover, NH 03777
Position Number	1125777

Position Purpose

The Digital Platforms Specialist is responsible for the day-to-day management of the collections database and digital assets management system, as well as other digital platforms, and contributes to the digitization of the collection.

Skills & Knowledge

- Working knowledge of digital asset management systems, collections databases, and website development tools.
- Excellent written and spoken communication skills, including the ability to collaborate with staff at all levels across the institution, and with outside organizations and vendors.
- Excellent working knowledge of Adobe Photoshop and basic HTML.
- Thorough working knowledge of current digital archiving standards and best practices, including file naming, metadata standards and workflows, and file formats for still and video assets.
- Thorough understanding of digital still image file creation, including image size, bit depth, color profiling, image resolution, and compression.
- Excellent attention to detail and follow-up skills.
- Ability to work under multiple deadlines.
- Commitment to diversity and to serving the needs of a diverse community.

Minimum Experience

- Three to four years' experience in a museum preferred.
- Digital asset management, website, and database experience and technical understanding essential.
- Experience specifically in Piction, TMS and Drupal strongly preferred.
- Project management experience essential.
- Practical experience with image cataloguing, data preservation, and electronic distribution of digital images and video.

Minimum Education

- Bachelor's degree in related field or the equivalent experience.

Key Accountabilities

- Manage the digital asset management system (Piction) and the collections database (The Museum System [TMS] by Gallery Systems), as well as their integration into the museum's website (Drupal CMS).
- Communicate regularly with external vendors and museum and college stakeholders about issues related to all digital platforms. Recommend actions to senior curator of collections and deputy director for approval and execution.
- Oversee upgrades and improvements to TMS and Piction.
- Create and refresh collections-based content across multiple platforms, in consultation with supervisor and collections documentation manager and cataloguer.
- Update and troubleshoot software and functionality of platforms, in consultation with supervisor, collections documentation manager and cataloguer, and other relevant staff.
- Process and upload digital assets and organize their access for various user groups, including responding to all requests for photographic rights and reproductions.
- Uphold/support best practices for use of these platforms in the future and develop recommendations for future activities and growth.
- Manage, in consultation with relevant Hood staff, the upload and standardization of associated metadata for non-collections-based digital assets.
- Work collaboratively with the external relations area to support back-end work for online or other digital-first museum initiatives.
- Support student and staff digital initiatives, and access to and use of digital platforms.
- Demonstrates a commitment to diversity, inclusion, and cultural awareness through actions, interactions, and communications with others.

Employment Category

Regular Full Time

Equal Opportunity Employer

Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Special Instructions to Applicants

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to Dartmouth College. A criminal conviction will not automatically disqualify an applicant from employment. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

-- Not an SEIU Position
Non-Exempt