



Position title	Digital Asset Officer
National Gallery level	NGA Level 4
Position number	2330
Employment type	Non-ongoing – 12 months, Full-Time
Portfolio	Marketing, Communications, & Visitor Experience
Department	Content & Digital
Immediate supervisor	Senior Officer, Digital Asset Management
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY – ABOUT OUR TEAM

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 Boldness, Integrity, Respect and Excellence.

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.

WHAT YOU WILL GAIN FROM THE EXPERIENCE - OVERVIEW OF THE ROLE

The National Gallery is seeking a Digital Asset Officer to join the Content & Digital team during a critical phase of implementing its new Digital Asset Management System (DAMS), Fotoware. This role will support the day-to-day activities involved in preparing assets for ingestion, including consolidation, quality assurance and metadata enrichment. Reporting to the Senior Officer, Digital Asset Management the successful candidate will play a key role in the discoverability, integrity, and long-term accessibility of the National Gallery's digital assets contributing to the delivery of major digitisation initiatives and supporting the National Gallery's strategic priorities.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This is a full-time, 12-month non-ongoing employment opportunity, with a possibility of becoming ongoing.

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE

Our ideal candidate will have demonstrated experience working with managing digital assets, including metadata creation and quality assurance processes. Having worked with a digital asset management system is highly desirable but not required. They will possess a strong understanding of metadata standards and digital workflows, with the ability to apply metadata consistently across diverse content types demonstrating understanding of how this impacts discoverability and long-term accessibility.

Knowledge of digital preservation principles, colour management, collection management systems, and/or other database software is highly desirable along with proficiency in Adobe Creative Suite including Bridge, Photoshop and Premiere Pro.

The successful candidate will have excellent attention to detail and analytical skills, ensuring accuracy and consistency in handling digital assets. They will also demonstrate sound oral and written communication skills, the ability to prioritise tasks effectively, and strong interpersonal skills to support collaboration and engagement across the Gallery.

Experience in the GLAM sector is also highly desirable.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS 4 work level standards, you will:

- Follow established DAMS processes and workflows to ensure consistency, compliance and the integrity of digital assets.
- Support the Content & Digital team in the secure transfer, management and storage of digital assets.
- Liaise with interdepartmental teams to facilitate the ingestion of digital assets not currently housed within the existing repository.
- Assist with the publishing of assets from the DAMS to the Search the Collection platform, ensuring accuracy and completeness.
- Accurately and consistently create, apply and review metadata for digital assets in accordance with established standards and specifications maintaining discoverability.
- Support project management activities by maintaining accurate up to date records and providing clear and timely reporting as required.
- Provide training and day-to-day support for National Gallery DAMS users including maintaining user training manuals.

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:

Support the shared purpose and direction of the Gallery by understanding and supporting the Gallery's vision, mission and corporate objectives. You will communicate and follow direction provided by direct manager to ensure you can recognise how own work contributes to the achievement of the Gallery.

Harnesses information and opportunities by drawing on information from multiple sources and uses agreed guidelines to analyse what information is important and how it should be used. Keeps self and others well informed on work progress.

Takes responsibility for managing work projects to achieve results by seeing tasks through to completion. Works within agreed priorities. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction and seeks guidance when required.

Listens, understands and adapts to audience by seeking to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments.

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.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications /certification and/or registrations include:

- A relevant qualification or equivalent experience.

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.

HOW TO APPLY

To apply for this role please go to the National Gallery's [**Careers portal**](#).

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 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 information above. 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.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

CONTACT

Further information about the position may be obtained by contacting Laura Masters on +61 2 6120 2923 or laura.masters@nga.gov.au.