

# Nasher Sculpture Center

## Digital Asset Specialist

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### Job Description

The Nasher Sculpture Center is seeking a Digital Asset Specialist who will be crucial in maintaining high-quality standards and maximizing the efficiency and cross-departmental usage of a museum-wide Digital Asset Management (DAM) system. In collaboration with the Sr. Manager of Emerging Technology and Evaluation, they are an essential part of the team that will assist with the selection and implementation of a DAM system. They will guide and support museum staff through implementation and serve as an advisor on best practices concerning metadata, usability, accessibility, and preservation. The Digital Asset Specialist will work under supervision to govern workflows and ensure the DAM is maintained and used efficiently.

The Digital Asset Specialist will report to the External Affairs department's Sr. Manager of Emerging Technology and together will work collaboratively with all museum departments.

### About Nasher Sculpture Center

Located in the Dallas Arts District, Nasher Sculpture Center is a nonprofit, community-supported museum whose mission is to be an international focal point and catalyst for the study, installation, conservation, and appreciation of modern and contemporary sculpture. Since 2003, more than 2 million people have visited the Nasher's galleries and garden.

### Duties and Responsibilities

- Participate in the selection and implementation process of the Digital Asset Management (DAM) system.
- Oversee the day-to-day functionality and maintenance of the DAM system in cooperation with the Sr. Manager of Emerging Technology and Evaluation.
- Conduct a comprehensive analysis of existing and future digital asset requirements in collaboration with all museum departments and align the DAM system with the Nasher's strategic goals.
- Foster cross-departmental usage and efficiency by maintaining digital asset standards and providing ongoing assistance and training to museum staff on the use of the DAM system.
- Assist with establishing and maintaining taxonomies, metadata standards, controlled vocabularies, and procedures for the cataloging, ingesting, and approving of digital assets.
- Administer quality assurance checks on digital assets, ensuring accurate metadata, formatting, and file naming conventions.

- Work collaboratively across departments to migrate and integrate information from various sources or databases into the DAM system (such as but not limited to Archives, Library Management, and Collections Management).
- Assist departments with the ingestion of assets, addressing any inconsistencies or issues, and communicating effectively across teams.
- Create, maintain, and update comprehensive documentation, training materials, and policies for managing digital assets and optimizing DAM system workflows.
- Co-administer the DAM system, managing user accounts, permissions, and security settings.
- Assist the Sr. Manager of Emerging Technology and Evaluation with maintaining a prioritized list of system needs and issues for technical support to troubleshoot.

### **Qualifications**

- Bachelor's degree or equivalent in Library Science, Museum Informatics, Digital Media, or a related field.
- 1-3 years of experience with DAM systems. Ideally in a cultural heritage, museum, or library setting. Internship experience will be considered.
- Familiarity with DAM taxonomy, metadata standards and practices, and controlled vocabularies in a cultural heritage context.
- Proficient in software administration and database management, including the creation of organizational file structures and data migration.
- Familiarity with DAM software is highly regarded.
- Excellent organizational, communication, and problem-solving skills, with the ability to prioritize and manage multiple tasks. Project management is a plus.
- Proven ability to think abstractly and strategically.
- Able to work both independently and proactively as well as collaboratively with others, particularly from non-technical disciplines.
- Working as part of a creative team or in digital marketing is preferred.
- Ability to work effectively in a hybrid/remote team environment, namely Microsoft Teams.
- Competency with Adobe Creative Cloud is ideal.
- Knowledge of modern and contemporary art is a plus.

### **Remote Work**

The Nasher Sculpture Center has an “on-site first” work preference for most positions and staff; however, the Nasher recognizes that some positions have the ability to work remotely at times when their scope of responsibility does not require interaction with exhibitions, on-site resources, vendors, or museum visitors.

Eligibility and the extent of remote work are determined on a position-by-position and person-by-person basis at the sole discretion of management.

### **Compensation**

This is a full-time, exempt salaried position with an approximate starting annual pay range of \$50,000 - \$60,000. The Nasher offers a robust benefits package which includes medical, dental, and vision insurance; 401(k) with employer match; and generous paid time off.

## Application Instructions

Please submit a cover letter and resume to:

Jacques Haba, Sr. Manager of Emerging Technology and Evaluation  
[jhaba@nashersculpturecenter.org](mailto:jhaba@nashersculpturecenter.org)

Applications will be accepted on an ongoing basis until the position is filled. **However, priority will be given to candidates who apply by April 29.** Candidates may anticipate prescreening questions regarding the management of digital assets. Finalists may be asked to provide professional references and work samples. A background check will be conducted prior to hiring.

The Nasher Sculpture Center is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, color, religion, national or ethnic origin, age, sexual orientation, gender identity, marital status, protected veteran status, disability status, or any other characteristic protected by law.