



**DIGITAL ASSET MANAGER**  
**Department of Archives and Records Management**  
**Communications Division**

<b>Work Status:</b>	Full-Time Regular	<b>Payroll Type:</b>	Exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary:</b>	\$65,338.00
<b>Schedule:</b>	Monday - Friday	<b>Regular Hours:</b>	9:00am - 5:00pm
<b>Reports To:</b>	Associate Director of Archives and Records Management	<b>Supervisory:</b>	No

**JOB SUMMARY**

The Digital Asset Manager is responsible for designing, implementing, and maintaining cross-department adoption of a system for the organized storage and retrieval of all digital content, using SFS’s Digital Asset Management System (DAMS): Cortex by Orange Logic. The symphony uses high-quality content to market and support delivery of its performances, to raise funds, to support public relations, and to provide educational services. The symphony also generates rich audio content through the recording of its performances and preserves and makes available archival content that documents our organizational history.

The Digital Asset Manager will work with all content producing departments to 1) assess needs, 2) create needs-based metadata guidelines, governance, and controlled vocabularies, 3) ensure timely and systematic storage of all produced digital assets, 4) provide ongoing training and assistance with using the DAMS, 5) address functional issues that arise, and 6) work with the software developer to maintain and improve our instance of the software. The Digital Asset Manager will also manage the migration of legacy assets from server and cloud storage environments to the DAMS, as well as assist with server cleanup and storage relief.

**RESPONSIBILITIES**

- Lead overall strategy, implementation, and workflow of the SFS Digital Asset Management system.
- Work across departments to centrally organize all digital assets for use across multiple channels and departments, including Marketing, PR, Development, Education, Editorial, Volunteer Council, and Archives.
- Revise and maintain metadata standards and storage hierarchies for stored digital assets that meet search and retrieval needs of staff and external partners.

- Ensure that metadata and controlled vocabularies reflect the most up-to-date known preferences of marginalized groups around self-identification and culturally specific description and spelling (including use of special characters)
- Create and implement DAMS administrated asset governance schemas that reflect and enforce existing SFS governance practices and legal requirements.
- Ensure that asset governance policies are implemented equitably, ensuring that no exceptions based on power dynamics, personal relationships, or identity-based discrimination are made.
- Provide ongoing training and support to departmental asset managers, staff, and external partners proactively, on request, in groups and one on one.
- Provide support to departments with uploading and cataloging of their assets.
- Implement quality control checks for assets cataloged by departmental asset managers.
- Proactively assist departments with their asset use and content creation. Assist in identification and retrieval of assets and provide access to specific assets for delivery
- Generate DAMS usage reports.
- Develop and maintain accurate documentation, manuals, and workflows for the system, and make them centrally available to staff.
- Support the SFS Archives Digital Preservation Program.
- Provide support to projects focused on digitization of archival analog assets
- Stay informed of latest Digital Asset Management technology trends and innovations.
- Oversee system maintenance and upgrades.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.

## **QUALIFICATIONS**

### **Required**

- Two years relevant experience in Digital Asset Management, information management, or archives.
- Expertise in library/information science, especially search and retrieval behavior and design, cataloging, metadata, controlled vocabulary design and management, and end user instruction.
- Up-to-date knowledge and interest in Diversity, Equity, and Inclusion work and institutional change.
- Experience with needs-based system design
- Experience training novices with use of search and retrieval systems or other information resources
- Strong customer service and communication skills
- Familiarity with cloud-based Digital Asset Management software such as Widen, OrangeLogic, PicturePark.
- Familiarity with video and audio file formats.
- Experience with creating metadata schemas and controlled vocabularies
- Strong organizational skills and meticulous attention to detail.

### **Preferred**

- Expertise in archives theory and practice

- Experience with a performing arts organization or multi-media publisher.
- Experience with Cortex by Orange Logic.
- Familiarity with digital preservation standards and practices.
- Existing appreciation of classical music and willingness to learn more about it.

### **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [www.sfsymphony.org](http://www.sfsymphony.org). Under the About Us tab, go to the Careers and Auditions page and click on “View administrative job listings.” Search for this job and click on “Apply for this Position” to submit your resume and cover letter.

### **VALUES STATEMENT**

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

### **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization’s mission, the San Francisco Symphony’s education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony’s recordings have won such awards as France’s Grand Prix du Disque and Britain’s Gramophone Award, as well as 16 Grammy Awards. San Francisco

Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit [sfsymphony.org](https://sfsymphony.org).

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.