

The Los Angeles Philharmonic Association is currently seeking a:
Digital Asset Specialist (Part-Time)

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

Position Summary:

The Digital Asset Specialist performs duties that require working knowledge of asset management principles to ingest, organize, describe, retrieve and disseminate born-digital and digitized historical materials in the Los Angeles Philharmonic's Digital Asset Management System. The Digital Asset Specialist reports to the Digital Asset Manager.

Position Elements:

- Create inventories, form collections, and create metadata for materials in the Digital Asset Management System (DAMS).
- Identify and evaluate destinations in the DAMS for a wide variety of historical assets under the care of the Los Angeles Philharmonic.
- Assist in managing high-volume asset ingest projects, and perform detail-oriented inventory, staging, mapping, tagging, and quality control of asset metadata.
- Ensure database of record accuracy by conducting performance history research and data entry.
- Maintain and suggest revisions for best-practice documentation, naming conventions, metadata models, and taxonomies.
- Support ease of system access for internal and external DAMS users by offering feedback and solutions for streamlining procedures to improve user experience.
- Work closely with DAMS stakeholder groups to understand search and asset retrieval needs and provide file analysis for migration projects.
- Assist with training new users and create training documents and quick guides.
- Perform quality assurance tests for new system enhancements and upgrades.

Position Requirements:

- At least one academic year of completed study in a Masters in Library and Information Science (MLIS) degree program from an American Library Association (ALA)-accredited library school or M.A. with concentration in Archival Studies, Digital Curation or Moving Images, or equivalent experience.
- Background in musicology preferred, including music literature and history.
- At least one year of relevant cataloging or data entry experience, such as creating and updating information in a digital asset management system, digitizing, or applying metadata to digital objects.
- Ability to synthesize and analyze large sets of data (knowledge of SQL and SAS are a plus).
- Highly proficient with MS Office suite, especially Excel and Word.
- Ability to plan, organize, and execute multiple projects and activities with a high degree of initiative and independence, and communicate progress via collaborative tools like Slack, Google Sheets, or SharePoint.
- Advanced research proficiency with demonstrated accuracy and attention to detail.
- Excellent written, verbal, and interpersonal communication skills.

How to apply:

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.

- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the Los Angeles Philharmonic Association's policy to provide equal employment opportunity for all applicants and employees. The Association does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, national origin, age, disability, marital status, gender identity, gender expression, veteran status, or any other basis prohibited under federal, state, or local law. The Association also provides reasonable accommodation for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act.