

The Los Angeles Philharmonic Association is currently seeking a: Digital Asset Specialist

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

Position Summary:

The Digital Asset Specialist performs duties that require working knowledge of archives and digital asset management principles to ingest, organize, describe, retrieve, and disseminate born-digital and digitized historical materials in the Los Angeles Philharmonic's collections. The Digital Asset Specialist reports to the Digital Asset Manager. This is a part time role.

Position Elements:

- Perform file analysis, 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 other research as needed.
- 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.
- 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 Master of Library and Information Science (MLIS) degree program or M.A. with concentration in Archival Studies, Digital Curation, Data Science, 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.
- Highly proficient with MS Office suite, especially Excel, Word, and PowerPoint.
- 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.
- Video editing experience or audio/visual preservation interests.

- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

COVID Workplace Safety Requirements

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

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

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.