DIGITAL ASSET MANAGEMENT JOB & INTERNSHIP DESCRIPTIONS

Full-Time Digital Asset Management – High Tech

The Security Assurance team is seeking an experienced, self-motivated content portfolio manager. The ideal applicant should be comfortable with balancing strategic thinking with tactical, detailed execution - all while working independently, sorting through ambiguously defined problems, and identifying and facing challenges. This position will ultimately be responsible for helping to drive the Security Assurance Customer experience through awareness, outreach, and education.

Key Responsibilities will include:
1) Develop and implement procedures governing a document control process, including:
a) document update procedures across multiple media touch points
b) keeper of point of contacts for all materials
c) version control
d) translation procedures / workflow
e) localization update influence

2) Maintain authoritative source repository of documents
3) Understand and facilitate comprehensive program-wide edits for accuracy / flow / Search Engine Optimization
4) Drive improvements in methods of delivery, communication standards, and scalability of program
5) Implement a program that educates and encourages internal and external stakeholder collaboration
6) Contribute to a distributed and maintained editorial calendar for greater transparency
7) Create metrics that show program value
8) Influence and improve the Security Assurance Product launch program
9) Innovate on new styles and delivery methods of content

Basic Qualifications:
* Extremely organized with an incredible ability to handle ambiguity and constant job growth
* Excellent verbal and written communication skills
* Track record of cross-discipline content management
* 6+ years managing technical projects
* Quantifiable metrics around content successes (social, traffic, conversions)
* CMS experience (preferably CQ5)
Preferred Qualifications
*Multilingual
* Relevant industry experience in security or compliance consulting/advisory work in support of a highly technical environment
* Have experience in generating automated metrics to measure success of communications / content management campaigns
* Have a clear understanding of cloud computing services/deployment architecture

Digital Asset Management Internship– Private Industry

We are seeking an intern to work on our digital asset management team to apply metadata standards to assets stored in our Cumulus system. This person would also assist with other asset management projects, including creating documentation and training materials.

The selected intern will gain valuable experience managing digital assets in a dynamic corporate environment and meeting the needs of a large nation-wide user base.

Job Duties:
- Clean up metadata on product photography according to metadata standards
- Sort, identify, and remove duplicate photos from digital asset management system
- Identify assets missing copyright information and work with marketing business partners to identify and apply appropriate usage rights metadata
- Create online tutorials and user guides

Requirements:
- Familiarity with Microsoft Windows and Mac OS X
- Knowledge of common metadata standards, creating metadata schema, and applying metadata schema
- Experience with digital library or digital asset management software preferred; experience with Cumulus a plus
- Experience with digital photography and Adobe Creative Suite a plus