

VACANCY INFORMATION PACK



DAMS ADMINISTRATOR

Closing Date:

11pm on Wednesday 25th July 2018

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This section contains important instructions for completing your online application. Please read and then complete your online supporting statement.

OUR MISSION AND VALUES:

At the Science Museum Group, we make it our mission to **Inspire Futures**. Our talented and dedicated colleagues are guided by five values that encapsulate simply what we're all about:

- we **think big**, pushing the limits of what's possible;
- we challenge ourselves to **reveal wonder**;
- we use our passion, expertise and creativity to **share authentic stories**;
- we aim to **ignite curiosity** in our audiences and our colleagues; and
- we take pride in being **open for all**

DAMS ADMINISTRATOR

Department:	Collection Services	Type:	Permanent
Location:	Science Museum, London	Hours:	21 (0.6 FTE)
Reports to:	Photography Manager	Salary:	£20,000 p.a. + benefits (£12,000 p.a. pro rata)
Date:	July 2018		

ABOUT THE ROLE:

It is an exciting time at the Science Museum Group (SMG) as we accelerate our collections digitisation programme and generate significant new content. To support the care of our growing digital collection we are looking for a Digital Systems Administrator to maintain and improve the quality of information we hold in our system.

This role is a central repository for museum object and exhibition photography. The role is based within the Photography team and you would be working closely with producers and consumers of digital content across the SMG. You will be responsible for managing and improving metadata, user support and dealing with enquiries for the digital collection.

You will be working within a friendly and supportive team at our London sites. Some travel may be required to our other museums sites within the Group.

WHAT YOU WILL BE DOING:

- Managing and improving data for digital assets in the DAMS
- Providing support and training on using the DAMS to users across SMG
- Handling requests for access to the physical photographic archive
- Supporting the Science & Society Picture Library for access to information
- Working with the SMG Data Manager to improve the data quality in the system
- Identifying improvements to processes and procedures relating to the management of digital assets.
- Taking care of your personal health and safety and that of others. Complying with the Science Museum Group Health and Safety Policies, risk assessments and safe systems of work and reporting any health and safety concerns.

WHAT YOU BRING TO THE TEAM:

You will definitely ...

- Have experience of managing digital assets and associated data
- Be personable and enjoy working with people
- Be self-motivated with ability to use your own initiative
- Have passion for curating digital content
- Enjoy problem solving and improving data and content

It would be good if you ...

- Have worked in the museum or heritage sector
- Experience of supporting and/or training for a DAMS or similar content management system

ADDITIONAL INFORMATION:

- This role is subject to a Disclosure Scotland basic criminal record check.

WHAT TO INCLUDE IN YOUR SUPPORTING STATEMENT

Please answer the following questions in your Supporting Statement:

Maximum 4000 characters per statement

1. Please tell us about your previous qualifications and/or experience working with Digital Collections.
2. Please give an example of a previous experience in a support position and discuss what you feel are the key skills required to make this role successful.
3. Describe what are the key elements to good data quality for digital assets, particularly images.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, for example due to a disability, please [contact us by email](#) or by calling 0207 942 4222.

We wish you every success with your application!