

# DIGITAL ASSET MANAGEMENT SYSTEMS ASSISTANT INTERN JOB DESCRIPTION

## Programs Division/Web and Digital Resources

**Title:** Digital Asset Management Systems Assistant Intern  
**Reports to:** Photographer and Digital Asset Specialist  
**Hours per week:** 8-10 hours per week (non-credit internship), paid, \$10.00 per hour, maximum 150 hours per semester

**Education and Experience:** 3.0 GPA or higher. Virginia Historical Society is seeking a student currently enrolled in a degree program for Information Systems, Photography, Graphic Design, or other related program.

**Start date:** June 8

**Summary:** The Digital Asset Management Systems Assistant will help with the ongoing implementation of a new asset management system for the Virginia Historical Society. This position offers opportunities to learn back-end asset management operations for institutions that produce and manage large quantities of multimedia files.

### Duties and Responsibilities:

- Research and correct filename mismatches between DAMS and Museum Collection Databases
- Batch rename large numbers of files to comply with current file naming standards
- Attend and observe weekly team meetings with offsite developers
- Develop an understanding of real world image file management using an industry standard DAMS
- Other duties as assigned (may include assisting with video or photo shoots)

### Knowledge and Skills:

- Excellent attention to detail, well organized, positive attitude, and able to work independently or cooperatively with others
- Experience managing large numbers of image or graphics files
- Familiarity with batch renaming software
- Interest in VA history, photography/video/graphic design, computers, or database administration

### Application Requirements:

- Submit online application form:  
<http://www.vahistorical.org/contact-us/jobs-and-volunteering/internship-application>
- Email cover letter with attached resume in PDF format to:  
Troy Wilkinson, Photographer and Digital Asset Specialist, [twilkinson@vahistorical.org](mailto:twilkinson@vahistorical.org)  
Subject line: DAMS Assistant Internship
- Complete onsite interview if selected
- **Application Deadline:** May 31, 2017 for Summer 2017