

Role Description

Digital Asset Coordinator

MAAS Project

Cluster	Premier & Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Programs & Engagement / Strategic Collections
Location	All MAAS Locations
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	711411
PCAT Code	
Date of Approval	Jan 2020
Agency Website	maas.museum

Agency Overview

The Museum of Applied Arts and Sciences sits at the intersection of the arts, design, science and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1879, the museum includes the Powerhouse Museum, Sydney Observatory and the Museums Discovery Centre. The Museum is custodian to over half a million objects of national and international significance and is considered one of the finest and most diverse collections in Australia.

Primary purpose of the role

The MAAS Project is the relocation of the Powerhouse Museum and part of a wider government project for the creation of a new arts and cultural precinct in western Sydney.

The Digital Asset Coordinator (MAAS Project) coordinates the day to day activities and sustainment of the digital archive being created by the Museums digitisation project. The growing digital archive will provide the basis for electronic access to the museum's collections and support the long-term preservation of the digital collection.

The Digital Asset Coordinator (MAAS Project) provides on-going support for, and technical development of the digital asset management system (DAMS) which forms part of the Museum's Collection Relocation and Logistics Project.

Key accountabilities

- Continuing technical implementation of the DAMS ensuring connectivity and alignment of DAMS software with Museum content management system (CMS) and resolution of technical issues.
- Development and implementation of DAMS processes, including development of streamlined workflows specific to the needs of photography and QA teams and other users within the Collection Relocation and Digitisation Project.
- Coordinate and administer the secure transfer of images through the DAMS to the Museums CMS, online collections and staff.

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- Scope, coordinate and undertake migration of legacy datasets to the digitisation project DAMS
- Coordinate required quality assurance and ingestion processes for data into the digitisation project DAMS
- Maintain technical knowledge of DAMS and CMS development to enable effective operation and identify opportunities to improve existing software and processes.
- Contribute to project and program management by maintaining accurate up to date records and deliver clear and timely reporting.

General Requirements

- Work in an interdisciplinary manner across project teams and Museum initiatives
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly.

Key challenges

- Maintaining alignment between the digitisation projects DAMS and the CMS.
 - Ensuring file management remains compliant with MAAS specifications and workflows
 - Administration of user access to the DAMS and the secure transfer of images to the Museums CMS, online collections and staff.
- Maintaining an awareness of changes in technology relevant to DAMS, CMS and digitisation processes and have the ability to adapt work practices to improve access, security, quality and throughput targets.
- Working collaboratively with Museum staff who are physically distributed across sites.

Key relationships

Who	Why
Internal	
Collection Digitisation Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues/risks and priorities • Provide advice and contribute to decision making • Work collaboratively to contribute to achieving team outcomes
Programs Team	<ul style="list-style-type: none"> • To provide advice, convey information, consult and obtain feedback • To coordinate imaging projects and activities
Contract Staff	<ul style="list-style-type: none"> • To share information, promote teamwork, resolve issues, agree on priorities

External	
Vendors, service providers and consultants	• Provide subject matter information to software developers and consultants
MAAS Visitors	• Representing MAAS and its activities and policies
Professional Colleagues	• To share information in areas such as service and technical developments

Role dimensions

Decision making

This role:

- Applies technical and creative expertise to administering, sustaining and integration of the Museums digital assets and digital asset systems.
- Schedules and negotiates daily priorities to meet specific project and collection timeframes.
- Seeks guidance from the Collection Digitisation Manager before taking decisions on more complex and/or difficult matters.
- Recommends improvements to processing methods and workflows and provides advice to Collection Digitisation Manager and Reference Groups.

Reporting line

- This role reports to the Collection Digitisation Manager, Strategic Collections

Direct reports

- N/A

Budget/Expenditure

- N/A

Essential Requirements





- Experience in the implementation and sustainment of digital asset management systems
- Experience with database management
- Experience with collection management systems
- Experience administering preservation master and access copy file types
- Knowledge of best practices in administering digital assets and metadata taxonomy
- Desirably but not essential:
 - a. Understanding of Fotoware products (Fotostation, Index Manager, Colour Factory & Fotoweb)
 - b. Understanding of iEMu
 - c. Experience covering archival and documentary photography/imaging of heritage materials using professional photographic and scanning equipment.
 - d. Experience with image processing software on both Windows and Macintosh platforms.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Adept
	Plan and Prioritize	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Adept	Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resources needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes

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Results Plan and Prioritise	Adept	<p>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</p> <p>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</p> <p>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</p> <p>Ensure current work plans and activities support and are consistent with organisational change initiatives</p> <p>Evaluate achievements and adjust future plans accordingly.</p>
Business Enablers Technology	Adept	<p>Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</p> <p>Identify opportunities to use a broad range of communications technologies to deliver effective messages</p> <p>Understand, act on and monitor compliance with information and communications security and use policies</p> <p>Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</p> <p>Support compliance with the records, information and knowledge management requirements of the organisation</p>