Role Description
Digital Asset Officer

Cluster	Department of Premier and Cabinet
Agency	Museum of Applied Arts and Sciences
Division/Branch/Unit	Curatorial Collections & Exhibitions / Strategic Collections
Location	All MAAS Locations
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	211311
PCAT Code	1229192
Date of Approval	October 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 Officer (MAAS Project) assists in the day-to-day activities and sustainment of the digital archive being created by the Museum's Relocation and Digitisation Project, while supporting the digitisation team with image ingestion, quality control and file management. 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 Officer (MAAS Project) ensures the quality and integrity of digital assets created as part of the Collection Relocation and Logistics Project.

Key accountabilities

- Use established workflows and photographic processing tools to ingest and perform quality assurance of files into the MAAS Digital Asset Management System (DAMS).
- Adherence to and assistance with the development of DAMS processes, including workflows specific to the needs of image post-processing, ingestion, file management, registration and QA operations.

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- Liaise with internal and external digitisation teams to resolve technical issues of photographic files, file management, and ingestion into the DAMS.
- Assist in the migration of legacy assets and datasets to the digitisation project DAMS.
- Post-process, colour manage, name and create preservation master and derivative image files in line with established MAAS standards and specifications.
- Contribute to the technical knowledge of DAMS and CMS development to enable effective operation and identify opportunities to improve existing software and processes.
- Contribute to project 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

- Administration of delivery and secure transfer of digital assets to the DAMS and the Museum's CMS, online collections and staff.
- Ensuring file management remains compliant with MAAS specifications and workflows
- Post-processing digital assets created by the Digitisation Team from items held in the MAAS collection to ensure they meet scope and quality requirements, within project timeframes.
- Maintaining an awareness of changes in technology relevant to DAMS, CMS and digitisation processes and can adapt work practices to improve quality and throughput targets.
- Working collaboratively with Museum staff who are physically distributed across sites.

Key relationships

Who	Why
Internal	
• Collection Digitisation Manger	• To seek advice, receive overall direction and information • To convey information and discus project issues and services
• Digital Asset Coordinator	• To seek and provide advice, receive direction and information • Liaise regarding workloads and workflows, scheduling and improvements to procedures and processing methods
• Team Members	• To coordinate workflows and achieve delivery of project targets • To share information, promote teamwork, resolve issues, agree on priorities
External	

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• Vendors, service providers and consultants	• Provide subject matter information to outsourced digitisation projects and photographic assignments
• 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 expertise to administering and sustaining the Museum's digital assets and digital asset systems, imaging post processing, quality control and the handling of resultant files.
- Schedules and negotiates daily priorities to meet specific project and collection timeframes.
- Seeks guidance from the Digital Asset Coordinator before taking decisions on more complex and/or difficult matters.
- Recommends improvements to processing methods and workflows and provides advice to the Digital Asset Coordinator and Reference Groups.

Reporting line

- This role reports to the Digital Asset Coordinator

Direct reports

- N/A

Budget/Expenditure

- N/A

Key Knowledge and Experience

- Experience in using digital asset management systems, collection management systems, and/or other database software.
- Knowledge of the administration of digital assets and the principles of digital preservation
- Experience with colour management, digital photographic files, metadata and using capture and processing software on both Windows and Macintosh platforms.
- Excellent attention to detail, and normal colour vision

- Desirably but not essential:
a. Experience covering archival and documentary photography/imaging/video of heritage materials using professional photographic, video and scanning equipment.
b. Understanding of FotoWare products (FotoStation, Index Manager, Colour Factory & Fotoweb)
c. Understanding of iEMu

Essential requirements

- A relevant qualification in Museums Studies, Digital Imaging, or equivalent experience
- Driver's license preferred

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	Foundational
	Manage Self	**Intermediate**
	Value Diversity	Foundational
Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	**Intermediate**
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	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	Intermediate	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Results Plan and prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Results Think and solve problems	Intermediate	• Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit

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Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

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