Position: Metadata Manager

Alternate Titles: Catalog & Metadata Administrator, Metadata Librarian, Metadata Architect, Digital Asset Metadata Manager

Description:

Under the direction of the Group Director [Business Unit], the Metadata Manager ensures consistent and accurate application of metadata to images, documents and other content that lives within the Digital Asset Management (DAM) system, thereby facilitating access to and discovery of [Client] digital assets by internal groups.

The Metadata Manager also solicits and facilitates the creation of metadata through interaction with data owners, data stewards and subject matter experts. The Metadata Manager will contribute to the governance and evolution of metadata and associated controlled vocabularies through analysis, consultation with asset owners and use of best practices.

The Manager will play an active role in ongoing DAM system development as it relates to asset tagging, search, and reporting – providing expertise on metadata best practices and search.

In addition, the Manager will be responsible for metadata maintenance workflow and related projects, as well as training for business users and asset owners on proper tagging processes to support the efficiency and usefulness of the DAM, as required.

Position Responsibilities:

The Metadata Manager will be responsible for:

- Quality control of metadata created and used within DAM system.

- Application of metadata to digital assets.

- Supporting the development and enhancement of metadata and associated taxonomies through statistical analysis of metadata usage, gap analysis, and collaboration with content owners and DAM users.

- Participation in the ongoing development of next-generation discovery tools and interfaces. Provision of analysis and advice on metadata implementation, enhancement, and troubleshooting.

- Contributions to governance team activities, focusing on metadata and taxonomy governance. Participation in governance meetings as required.

- Development and implementation of workflows and procedures for collection-specific projects.

- Engagement in continuous professional development by seeking training and learning opportunities to stay current on metadata standards and practices, and evolution of information discovery technologies.

Required Skills and Abilities:

- At least 3 years of experience in managing metadata creation and production, as well as taxonomy management.

- Experience with Digital Asset Management solutions, content discovery application and providing input into system improvements.

- Familiarity with evolving standards, trends and issues in metadata and digital media. Strong metadata analytical and problem solving skills.

- Strong computer skills and proficiency with heterogeneous operating systems including Windows, Mac, and UNIX/Linux. Facility in working with digital media.

- Careful attention to detail. Ability to maintain quality while sustaining productivity

- Excellent oral, written, and interpersonal communications and analytical ability.

- Analytical skills to resolve complex problems by addressing technical, personnel, workflow factors.

Preferred Education, Experience and Skills:

- Master of Library and Information Science degree from an ALA-accredited institution.

- Skills in programming and scripting languages. SQL and database query skills.

- At least 5 years of experience in managing metadata creation and production, as well as taxonomy management.