

WildAid Media Database Manager (Contractor)

DESCRIPTION

WildAid is looking for a contractor to complete a project overseeing the development of WildAid's media asset management system. Working with the video production team, this person will be responsible for organizing WildAid's digital assets, developing a metadata strategy for organizing photos and design files, and ingesting new media. The Media Database Manager will ensure consistency in metadata throughout the system. We expect that this contract will last approximately 9-12 months.

KEY PRIORITIES

- Learn WildAid's media needs and develop a metadata system to organize media archive with an eye toward streamlining photo retrieval.
- Ingest photos and design files archive into Evolphin Zoom media asset management system.
- Troubleshoots technical issues with media ingestion if needed.
- Work with data-entry staff ensuring the quality and consistency of the metadata entry.

KEY COMPETENCIES & IDEAL PROFILE

We seek a dynamic, entrepreneurial self-starter who is experienced in media asset management systems. Previous experience with DAM/MAM software is a plus. Strong project management skills and the ability to prioritize multiple, often competing demands are critical. The successful candidate must be able to work very independently without supervision. S/he must also have excellent interpersonal skills to influence and collaborate with staff, volunteers, and pro bono partners.

How To Apply

WildAid is an equal opportunity employer and all qualified candidates are encouraged to apply. For immediate consideration, please address a cover letter and resume to Gary Yip at jobs@wildaid.org with the subject line "WildAid Media Database Manager Application".